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INTRODUCTION

The Student Organization Manual is intended to be a tool for all Registered Student Organizations (RSOs) and Interest Groups at Florida Atlantic University. This manual includes information about University policies, procedures, and operations to ensure a successful year for your organization. Please take some time to familiarize yourself with this manual and the policies referenced within it. These resources provide answers to questions about organizational responsibilities, promotion and marketing opportunities, event management, student activity fee usage, fundraising, recruitment, and the services offered to you as an organization by Student Involvement & Leadership, the Council of Student Organizations, and the Student Union. If you find something that is unclear or not addressed, please contact us at studentorgs@fau.edu. Student Involvement & Leadership is committed to serving as a resource for you and your student organization. We strive to remove as many barriers as possible to make your experience with student organizations a positive one.

Please note that policies and procedures change frequently, so information contained in this manual is subject to change without prior notice. In order to decrease the rate at which information becomes outdated, the sections were written with links to additional information. Student Involvement & Leadership will make efforts to keep the online text updated, but is not responsible for information that is outdated. RSOs and Interest Groups are strongly encouraged to visit http://www.fau.edu/sil and/or contact Student Involvement & Leadership to get the most up-to-date information.

About Student Involvement & Leadership

The mission of Student Involvement & Leadership is to develop and empower the students of Florida Atlantic University by enriching the campus experience through leadership, educational and social opportunities while fostering growth through experiential learning.

Towards this end, Student Involvement & Leadership oversees Fraternity & Sorority Life, L.E.A.D. (Leadership Education & Development) and Student Organizations & Activities.

Core Values: Integrity, Leadership, Empower.

Fraternity & Sorority Life

Fraternity & Sorority Life exists to provide students with the knowledge and opportunities to lead principled lives. Our vision is that fraternity men & sorority women will live their organizations’ founding principles in today’s world.

L.E.A.D.

The L.E.A.D. staff within Student Involvement & Leadership strives to assist students in taking their skills into the community as evolved leaders. Students will continue to reflect, integrate, and expand on what they have learned to improve the worldwide community in which we all live.

L.E.A.D. is committed to providing an atmosphere that fosters learning, personal growth, and exploration of individual and group leadership skills. These skills include the understanding and celebration of diversity which
thereby enables their learning to take place. These ideals are consistent to that of the University’s mission.

**Student Organizations & Activities**

Student Organizations & Activities are some of the best ways to get involved on campus and SIL houses them all! Student Organizations work with our department to form, stay current, plan events, network, develop as leaders, and more. SIL advises the Student Government program and the Council of Student Organizations, which advocates for student organizations on campus and allocates them resources. Student Activities are facilitated by our department by way of the planning and advisement of Homecoming, Student Government Program Board, the Mascot Program, and more.

<table>
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<tr>
<th>Office Resources for Student Organizations</th>
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In addition to Student Involvement & Leadership, other offices on campus serve as a great resource for student organizations. The following are descriptions of offices student organizations may interface with throughout the year. For specific questions regarding any of the offices listed below, contact studentorgs@fau.edu.

**Campus Recreation**

The Department of Campus Recreation enhances the quality of life of the Florida Atlantic University community by encouraging active and balanced lifestyles and to facilitate student learning through participation in Campus Recreation programs, services and facilities. To accomplish this mission, the department will:

- Offer high quality programs and services that are diverse and innovative;
- Maintain progressive and well managed facilities in a safe and enjoyable environment;
- Provide experiential learning and foster the development of leadership, social and management skills through employment and participation opportunities;
- Effectively and ethically manage human, financial and physical resources;
- Recruit, develop and retain a committed, high achieving staff.

The Department of Campus Recreation also oversees student organizations in the Sports Club Council. For more information about the Department of Campus Recreation, visit [http://www.fau.edu/campusrec/](http://www.fau.edu/campusrec/).

**The Council of Student Organizations**

The Council of Student Organizations, also known as COSO, is a Student Government program that provides an official voice for student organizations, informs all students of COSO activities and opportunities, and objectively allocates A&S Fees granted by the Campus Budget Committee in accordance with COSO’s statutes and procedures. 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 are Academic, Multicultural/Spiritual, Fraternity & Sorority, Sports Club, and Special Interest.

COSO is located on the 2nd floor of the Student Union in room 227, the Club House. For more information about COSO and student organization funding opportunities, visit [http://www.fau.edu/clubhouse/coso](http://www.fau.edu/clubhouse/coso).

**Homecoming**

Homecoming, to be held from October 26 – November 2, 2013, is a spirit-filled week filled with traditional events like the 5K Run/Walk, Comedy Show, Fall Family Fest, Parade, ExtravaCANza, student organization
competition, Talon Awards, King & Queen crowning, and the Homecoming Concert! All Registered Student Organizations are encouraged to participate in the Homecoming Owl Prowl Competition. Student organization teams will compete against one another in a variety of events throughout the week and have the opportunity to become the Homecoming Champion. We encourage the participation of all student organizations! What better way to show your FAU pride than celebrating your FAU spirit with your student organization and dominating the competition! The 2013 packet will be available beginning August 1, 2013. For more information about Homecoming, visit http://www.fau.edu/homecoming/.

Multicultural Affairs

The Office of Multicultural Affairs promotes the academic and personal growth of traditionally underserved students. The office collaborates with the campus community to create an institutional and community climate of social justice. We promote access and equity in higher education and offer programs that educate the campus about diversity. In addition, we incorporate student learning and development; enhance student overall educational experiences; provide access to academic, social, cultural, recreational and other group activities; provide opportunities for intentional interaction and engagement; and integration.

The Office of Multicultural Affairs advises all student organizations that fall under the Multicultural/Spiritual Council. For more information about the Office of Multicultural Affairs, visit http://www.fau.edu/oma/.

Program Board

Program Board is a student-run organization dedicated to providing entertaining, social and educational programming to the FAU community. Program Board is made up of six individual committees: Special Events, CarnivOWL, Media, Advertising, and Showcase. Each committee is led by a student chair and comprised of dedicated volunteers who are responsible for the planning, implementation and evaluation of their events. If you want to get involved with Program Board, visit http://www.fau.edu/sil/programboard/.

Student Government

The Mission of the Department of Student Government is to educate, train and develop student leaders to practice responsible and ethical leadership in an environment of shared governance. The Department of Student Government (SG) provides many services to the student body through the utilization of A&S fees, including travel awards to promote students’ educational and professional development.

Travel awards are available to registered students, both graduate and undergraduate, and Registered Student Organizations (RSOs). Through an application process, RSOs are able to receive funds to supplement the out-of-pocket costs of traveling to professional conferences, organizational meetings, trainings, competitions, and educational experiences. RSOs receiving this funding in the past have represented FAU around the world presenting research at international conferences, attending exclusive training or educational programs in specialty fields, and receiving honors and awards at various clubs/sports competitions.

For more information about the Department of Student Government, visit http://www.fau.edu/sg/.

The Student Union

The Florida Atlantic University Student Union is the center for community and leadership on the Boca Raton Campus, facilitating student learning and involvement, through a variety of programs, facilities, and services. As a student-centered organization and building, the FAU Student Union provides a home for students, faculty, staff, and guests, who seek cultural, social, business, educational and recreational experiences in an
environment committed to excellent service.

The Student Union is home to a wide selection of rooms and services that are available for Registered Student Organization events and club meetings. For more information about the Student Union Event Planning office, call 561-297-3730, visit Student Union room 203, or go to http://www.fau.edu/studentunion/.

Weppner Center for Civic Engagement and Service

The Mission of the Dr. Daniel B. Weppner Center for Civic Engagement and Service (WCCES) is to develop partnerships between the university and community, providing service opportunities to faculty, staff and students; and to promote the link between the curriculum and service fostering civic awareness.

Some of the services and programs offered by the WCCES include volunteering and academic service-learning (A S-L), advising and referral, recording volunteer and A S-L hours on transcripts, volunteer service cord for graduation with approval, planning community service events, civic awareness promotion, community garden, and alternative spring break. For more information about the WCCES, visit http://www.fau.edu/volunteer.

Staff Contact List

Key staff members from the various FAU campuses for student organizations are listed below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Campus</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
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<tr>
<td>TBA</td>
<td>COSO Director</td>
<td>Broward</td>
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**Additional Key Student Organization Resources**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
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</tr>
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</tbody>
</table>

**BEING A STUDENT ORGANIZATION**

**Authority for Recognition**

The Florida Administrative Code states, “the Vice President for Student Affairs or designee” will be responsible for the annual recognition process of student organizations at FAU. The Vice President for Student Affairs has designated Student Involvement & Leadership to oversee this process for the University. All new student organizations are approved by the Associate Director for Student Involvement & Leadership and Director of Student Involvement & Leadership (as designee for the Vice President for Student Affairs).


**What is a Student Organization at Florida Atlantic University?**

A student organization is defined as a group of ten or more currently enrolled Florida Atlantic University (FAU) students who unite to promote a common interest and who are officially recognized by Student Involvement & Leadership. Student organizations are an essential part of the FAU community and an integral part of the total academic program. The presence of a diverse group of organizations is in the best interest of the University and its students. Student organizations foster valuable experiences for students that lead to significant learning and development and create a sense of belonging. Student organizations provide valuable services to the University community by promoting leadership development, community spirit, activism, community service, and social and cultural interaction. FAU recognizes the vital contributions that student organizations make to the quality of life on campus.

Student organizations may include other members of the University community as associate members including FAU faculty, staff, or alumni. These associate members shall not be given the rights and privileges of active FAU students including, but not limited to, voting rights, use of facilities or equipment, and/ or benefits from student-funded resources. Only currently enrolled students can vote on organizational matters.
According to the Office of Student Conduct, the term “student” refers to any person taking courses at FAU on any of its campuses or sites. Persons who withdraw after allegedly violating the Student Code of Conduct, are not officially enrolled for a particular term but who have a continuing relationship or enrollment with FAU, or have been notified of their acceptance for admission are considered “students.” The term “student” will also refer to student organizations and persons living in University housing, although not enrolled at FAU.

When a student registers as a member in a registered student organization, the organization roster is public record.

### Types of Student Organizations

Student Involvement & Leadership oversees all student organizations. Funding for student organizations through A & S fees is allocated through the Council of Student Organizations (COSO), a program of Student Government. On the Boca Raton campus, COSO 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:

- **Academic Council:** The Academic Council consists of student organizations that have a purpose related to support an academic discipline or pursue academic achievement. Some examples are the Society of Automotive Engineers, American Marketing Association, Philosophy Club, and Pre-Law Society.

- **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.

- **Fraternity & Sorority Council:** The Fraternity & Sorority 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 InterFraternity Council, the College Panhellenic Association, the Multicultural Greek Council, Order of Omega and the Fraternal Values Society.

  For a Title IX exempt social Greek-letter fraternity or sorority (as defined under the provisions of Section 1681 of the U.S. Education Act of 1972) to be recognized as a student organization at Florida Atlantic University, it must first be granted membership in its University-recognized Greek council. Once membership is confirmed with the National Pan-Hellenic Council, the InterFraternity Council, the College Panhellenic Association, or the Multicultural Greek Council, recognition materials will be processed by Fraternity & Sorority Life. For requirements related to membership in one of the aforementioned councils, visit the Fraternity & Sorority Life website at www.fau.edu/fands

- **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. Admission into the Sports Club Council is applied for after the organization has existed for a year. Some examples of clubs within the SCC are Men’s Rugby Club, Sailing Club, and Women’s Lacrosse Club.

  Sport or recreation-based student organizations that desire to be a part of the Sport Club Council within the Department of Campus Recreation, must apply for admission after one year of existence. Once membership is confirmed by the Sport Club Council, the RSO shall be classified as a Sport Club by Student
Involvement & Leadership and shall be subject to the administrative and financial requirements of the Sport Club Council.

- **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; some 4 examples include: Resident Student Association, Student Alumni Association, and Owls Supporting Diversity Club.

In addition to the above Councils, a sixth council, **Graduate and Professional Student Organizations (GPSO),** exists under the Graduate and Professional Student Association (GPSA), located in Student Union room 234. The GPSA allocates and manages funding for GPSO events and activities. Additionally, the GPSA provides GPSOs academic support resources, social programming, professional development, conference travel, and networking opportunities. For more information on the GPSA, email gpsa@fau.edu.

### Registration Process

New student organizations can register during the first six weeks of the fall or spring semester by completing the proper paperwork. The proper steps to forming a student organization can be found in this Student Organization Manual and online at www.fau.edu/sil.

### Annual Re-registration Process for Existing Student Organizations

Student organizations need to re-register annually each spring to remain a recognized and active organization at FAU. The intent of re-registration is to ensure that the University has accurate contact information for each group. Below are the five requirements for re-registration:

1. Re-register student organization online through OwlCentral
2. Have at least two (2) officers certified in Fiscal Training*
3. Have at least two (2) officers attend the Student Leadership Conference**
4. Have at least two (2) officers complete online Student Organization Training
5. Have at least two (2) officers attend the Hazing Prevention Summit***

* Student organizations that do not use COSO allocated funds (A&S Fees) do not have to be fiscally certified.

** Each student can only represent ONE student organization at the Student Leadership Conference and the Hazing Prevention Summit. Please make sure your student organization has two officers who are representing your organization ONLY attend each of the required events.

*** Graduate and professional student organizations do not have to attend the Hazing Prevention Summit.

Any existing student organization that does successfully re-register by fulfilling the requirements above will lose its registered status, all A&S fees allocated to the organization, and all rights and privileges granted by the registration process. Should the student organization desire to register following the deadline, it will have to
do so as a new student organization and adhere to any additional requirements as deemed by Student Involvement & Leadership.

OwlCentral Re-registration

What you need before you begin:
1. A list of all members and officers including their email addresses, Z numbers, and phone numbers.
2. An updated Constitution to upload to the website. The Constitution must contain a current date.
3. Advisor information.

To Re-Register Existing Organizations:
1. Log in to Myfau.fau.edu.
2. Click on the “Students” tab.
3. On the right hand side, there is a “Get Involved at FAU” logo box. Underneath the “Get Involved” logo is a link that says “Log on to Collegiate Link/OwlCentral.” Click on the link.
4. Once logged in, click on the “Organizations” tab. Find your organization.
5. Click on the box underneath your organization that says “Register this Organization.” Follow the instructions to complete the registration process for your club or organization.

Fiscal Training

To use your COSO funds, your organization must have two officers fiscally certified. This process occurs through an in-person training session. If a current officer is already certified, you will be able to provide their name, position and Z number during your OwlCentral re-registration so they will count toward the requirement of two officers. Student Involvement & Leadership recommends that both the organization President and Treasurer complete this training if possible. This certification process must be completed by the September deadline, but can be done as soon as you are registered. Student organizations that do not use COSO allocated funds (A&S Fees) do not have to be fiscally certified.

For more information about training dates and registration, contact Ricky Lejuez, fau.bocatreasurer@fau.edu and include the following information:

- Name, Z#, Student Organization Name, Office/Position Held, FAU E-mail Address, Contact Phone #

Student Organization Training

Two officers must successfully complete this training. This training will be available online beginning August 1, 2013 at www.fau.edu/sil. You will receive information regarding how to register for this training to the contact information you provide on OwlCentral.

Student Leadership Conference

Two officers must attend this conference annually. Each student will only be able to represent ONE student organization at the Leadership Conference. This year’s Student Leadership Conference will be on Saturday, September 28, 2013. You must be pre-registered for the conference in order to get credit for your organization. You can pre-register online at www.fau.edu/sil/leadership beginning August 1st.

Hazing Prevention Summit

Two officers must attend this summit annually. Each student will only be able to represent ONE student organization at the Hazing Prevention Summit. This year’s Hazing Prevention Summit will be on Monday,
Organization Status

Active Status (Registered Student Organization)
Once your student organization has completed the entire process in creating a new student organization or has successfully fulfilled the annual re-registration requirements, it will be recognized as an ACTIVE registered student organization and may take advantage of all the rights and privileges associated with being a registered student organization at FAU.

Inactive Status
A student organization may be declared inactive at any time. An inactive group loses all University rights and privileges until reactivation procedures are completed. Inactive status may be given to a student organization by Student Involvement & Leadership for any of the following reasons (non-exclusive list):

- Failure to re-register by the stated deadline on OwlCentral
- Failure to complete Fiscal training by the stated deadline
- Failure to complete the online Student Organization Training by the stated deadline
- Failure to send two officers to represent your student organization at the Student Leadership Conference
- Failure to send two officers to represent your student organization at the Hazing Prevention Summit
- Failure to submit the Official Petition for Recognition during the first six weeks of the fall/spring semester
- Failure to make constitutional revisions within the 30 day period of the request for revision by Student Involvement & Leadership
- Election of one or more non-students to elected Officer Positions within the organization
- Failure to adhere to the organization’s constitution and/or bylaws
- Any violation of University policies, procedures, or local, state or federal law by any organization or members of the organization
- Outstanding debts

Procedure to Reactivate Student Organization
Groups will need to work with Student Involvement & Leadership to reactivate. Student organizations must complete the new student organization request process in its entirety to become reactivated.

Affiliating with a National/Parent Organization
Registered Student Organizations (RSOs) may choose to be affiliated with a local/state/national organization, such as a charity, faith community, political party or fraternity/sorority. The RSO must state the name and nature of the affiliation, and provide a contact during the new student organization formation process. The campus organization must obtain in writing a statement from the parent organization that the Florida Atlantic University chapter has permission to use the name and represent the organization. Control of the student organization must reside with the students, with all the operating decisions made by the students.
Florida Atlantic University requires all social fraternities and sororities as defined by the Department of Education to be affiliated with a governing council under the umbrella of Fraternity & Sorority Life and with a larger, nationally-based organization that provides additional supervision, guidance, and programming on a wide variety of topics. Any potential chapter (otherwise known as a colony) and/or chapter operating at Florida Atlantic University must have a charter that designates it as a chapter at FAU. Students interested in registering an Interest Group for a nationally affiliated fraternity or sorority may do so with Student Involvement & Leadership and Fraternity & Sorority Life, at which point they become responsible for the policies, operating practices and expectations of both offices.

**New Student Organization Formation Guidelines**

New student organizations are able to form the first six weeks of the fall and spring semesters. Below is the new student organization formation checklist. For more information about how to form a new student organization, contact studentorgs@fau.edu.

1. Fill out the **Statement of Intent to Organize**. This form gives you SIX weeks to advertise, hold meetings to recruit members, and request COSO funding. If you are a social fraternity or sorority, you need to get approval from Fraternity & Sorority Life. If you are a sport club, you need to get approval from Campus Recreation. Multicultural and Spiritual organizations need approval from Multicultural Affairs. All other organizations can go straight to the Club House. **Once you have all the proper signatures, you must submit the form to the Graduate Assistant for Student Involvement & Leadership, Student Union room 227, to continue the new student organization formation process.**

2. Meet with the Graduate Assistant from Student Involvement & Leadership, Student Union room 227, to receive the **New Student Organization Formation packet** and information about the process.

3. Find a full-time AMP or SP faculty/staff member at FAU to be your advisor. Review the **Advisor Roles and Expectations** form with your advisor, and sign the agreement together. Additionally, have your advisor complete the advisor information section on the **Petition for Official Registration**.

4. Find ten registered FAU students to sign the **Petition for Official Registration** form. Make sure they include their Z numbers. Fill out the remaining information on the form, including whether or not your organization will be associated with an off-campus organization (such as a national organization).

5. Write a constitution using the **Constitution and Bylaws Guidelines**. If you are associated with an off-campus organization, you must also submit the off-campus organization's constitution.

6. Have two officers read through and sign the **Florida Anti-Hazing Law**.

7. Turn in the Advisor Roles and Expectations form, Petition for Official Registration, the constitution(s), and Florida Anti-Hazing Law to the Graduate Assistant, Student Union room 227. If possible, also submit an electronic version of the constitution to studentorgs@fau.edu.

8. Next, there is an approval process. A staff member from Student Involvement & Leadership will read and approve (or disapprove) the constitution. Finally, the Director of the Student Involvement & Leadership will read and approve (or disapprove) the constitution. All change requests to the constitution will be emailed to you on a timely basis.

9. After receiving approval from Student Involvement & Leadership, you will receive a “welcome letter” via email from Student Involvement & Leadership.
10. The last step is to attend a welcome meeting with a staff member from Student Involvement & Leadership. The purpose of the meeting is to discuss the rules and policies of being a student organization on campus. An advisor must be present for the meeting.

CONGRATULATIONS! You are officially a student organization on campus!

Advisor Roles and Expectations

Student Involvement & Leadership appreciates your commitment to serve as an advisor to a Registered Student Organization (RSO) at Florida Atlantic University. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational. We believe it is important to provide clear guidance and support regarding the expected role you will play as you interact with the organization.

Below is our list of advisor roles and expectations. All advisors at Florida Atlantic University are required to review these roles and expectations with the student organization president during the formation of a new student organization and every spring during the annual student organization re-registration process.

1. **Understand university policies and regulations relating to student organizations.** As an advisor, you should be aware of University Regulation 4.006, the Student Organization Manual, the Student Union reservations policies, Event Planning policies and procedures, Student travel policies, and other institutional guidelines that establish expectations for student behavior and activities. The advisor is the chief connecting link between the University and the organization, and is expected to assist the officers in following all University regulations and policies.

2. **Understand and be familiar with the student organization’s constitution.** Norbert Dunkel and John Schuh (1998) state that, “The constitution is the most important organizational document. It gives the organization and membership purpose, direction, and guidance... The language should be clear and concise, leaving little to interpretation.” Student Involvement & Leadership require all student organizations to review their constitutions periodically and make appropriate changes as needed. An updated constitution is required annually during re-registration, so make sure you receive an updated copy.

3. **Meet regularly with the officers to discuss expectations for roles and responsibilities.** In order to stay connected with the organization, you should regularly attend executive as well as general meetings, and be available outside of those meetings for advice and consultation relating to the operations of the organization.

4. **Make sure you know the students in the student organization.** Leadership changes frequently, so get to know the members of the organization. Student Involvement & Leadership recommends meeting with the general membership on a consistent basis to stay current with the student organization and to make membership aware that you are an available resource to them.

5. **Know when the student organization meets.** If you don’t know when they are meeting, chances are students who wish to join the group don’t either.

6. **Attend special events.** Student Involvement & Leadership requires advisors to be present at all special events hosted by the student organization. Special events are defined as events with critical risk factors.
Those events have any or all of the following critical risk factors: dance or concert; held at, or continues until any time after 12 a.m.; money is exchanged (tickets, admission or a donation); events with 200 people or more; or events open to the general public.

7. **Assist with program planning and travel planning.** Student organizations have big ideas and need your advice/resources. You can give the guidance they need to make their events successful. Additionally, you will need to be aware of any travel plans so that you can assist with the travel planning process required by the University.

8. **Be knowledgeable about student organization finances and procedures.** Stay current about the finances of the student organization. This will allow you to know when a new idea is out of scope, and what they can financially manage. In addition, you should have the account information for any off-campus accounts used to deposit money from dues or fundraisers to help the group transfer financial leadership year to year. By staying current, you will also know when it is time for the annual COSO budgeting process.

9. **Motivate students/officers.** Dunkel and Schuh believe that motivating students is one of the (if not the) most desirable skills of an advisor. They say that “if it isn’t evident to you already, you will soon find in your work with students that some of them have what appears to be an innate desire to become involved, work hard, and make a difference in the organization. Conversely, some students do not seem to be ambitious at all. Understanding the range of motivating factors will enable you to help individual students to take on responsibilities and become involved.”

10. **Celebrate/recognize the officers and the hard work that they put into the organization.** Recognizing the hard work of officers is one way to motivate them and even others. A simple thank you or congratulations will go far for students. Students often will take on additional responsibilities or the initiative with a project when they realize that others notice their hard work.

11. **Distinguish between advising/supervising.** There is a fine line here. Advisors need to be involved, but not too involved. Make sure you are not “doing” things for them. Students should ultimately be running the group; your goal is to guide, direct, and support them. That being said, members must hold other members accountable for goal attainment. While you may guide the goal setting and decision making processes, the organization should be about student leadership.

*Responsibilities may change due to policy changes in Student Involvement & Leadership or Florida Atlantic University.*

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**Constitution and Bylaws Guidelines**

The constitution and bylaws guide a student organization in its operations and activities and, accordingly, are intended primarily for the organization’s benefit and use. The constitution contains the fundamental principles and structure of the organization, and the bylaws outline the basic rules of procedure by which a group’s membership governs its organization. The constitution and bylaws should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. An approved constitution is necessary to become a recognized student organization at Florida Atlantic University and must be updated and submitted electronically to Student Involvement & Leadership every year during the re-registration period or anytime the constitution is amended. If you would like to update your student organization’s constitution, follow the outline provided below and email the revised version to studentorgs@fau.edu. Once your revised
constitution has been approved, you will be asked to upload the document to OwlCentral under the Documents tab for your organization.

The following outline is provided to assist in the preparation of a constitution and bylaws.

**CONSTITUTION**

**Article 1 – Name of student organization**

The name of this organization shall be ______________. ______________ may also be referred to as acronym, if applicable.

If your student organization has “Florida Atlantic University” or “FAU” in its title, it must follow the main portion of the name. For instance:

*Acceptable:* Coffee Club at Florida Atlantic University or Coffee Club at FAU

*Unacceptable:* Florida Atlantic University Coffee Club or FAU Coffee Club.

If your student organization is affiliated with a national or international organization, details of the affiliation should be adequately described. The constitution of the parent organization should also be submitted with your student organization constitution.

**Article 2 – Purpose of the student organization**

The purpose of this organization shall be ________________. (Your organization’s purpose should be defined in clear and concise terms. You are welcome to attach an additional explanation or statements.)

**Article 3 – Membership of the student organization**

Section 1 – Members: Must be open to all FAU students.

Section 2 – Associate Members: Faculty, staff, and alumni may be associate members. Associate members cannot vote or hold office.

Section 3 – Name of student organization shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. Name of student organization shall not discriminate against a Student Officer, member or prospective member on any basis identified in FAU Regulation 5.010, except if specifically exempted by law. Name of student organization shall be open to all currently enrolled FAU Students, except if specifically exempted by law.

**********All groups except those exempt by law must have opportunities for membership of all sexes.

**Article 4 – Regulations**

Section 1 – Name of student organization will abide by all Federal, State and Local Laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity,
Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Student Organization Manual.

Section 2 – Name of student organization agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Student Organization Manual.

**Article 5 – Officers**

Section 1 – The officers of this organization shall be President, Vice President, etc. (do not include names).

Section 2 – In order to be eligible for an officer position, candidate must meet requirements as specified by Regulation 4.006. All officers must be registered degree-seeking FAU students who meet the University's minimum qualifications for student officers, which is a 2.5 cumulative GPA and be registered for 6 credits hours for undergraduate students, and a 3.0 cumulative GPA and 3 credit hours for graduate students. Officers have to be in good academic standing and not on probation. Students serving as President must have earned at least 15 college credits. Student Involvement & Leadership reserves the right to make exceptions to this requirement. A student may serve in the same position or office for a maximum of two terms during his/her academic career at FAU. A student’s academic career includes his/her undergraduate, graduate, and professional course work.

Section 3 – The duties of officers are as follows (list the specific duties for each officer):

a. President  
b. Vice President  
c. Secretary  
d. Treasurer  
e. Etc.

**OFFICERS ALERT!**

All student organizations must have a minimum of two qualified officers.

All sports clubs are required to have a minimum of three officers, which must include a Risk Management Officer. The President and the Risk Management Officer cannot be the same person.

All student organizations whose activities regularly include domestic or international travel are required to have a minimum of three officers, which must include a Travel Compliance Officer. The President and Travel Compliance Officer cannot be the same person.

**Article 6 – Selection of Officers**

Section 1 – Method of nomination procedure and election of officers.

Section 2 – Statement that addresses the issue of a tie.

Section 3 – The officers shall be elected when (what semester) and shall take office when (what semester). Officer selection must take place at least once per academic year.
Section 4 – Term of office (may not exceed one year).

Section 5 – Statement whether or not an officer can hold more than one position (if so explain).

Section 6 – Statement whether officers can be re-elected (if so explain).

**Article 7 – Officer Vacancies**

Section 1 – Should a vacancy occur in any office, it shall be filled how (majority vote, appointment, consensus, etc.).

Section 2 – A statement regarding term of the replacement officer (usually the remainder of the current term).

Section 3 – Impeachment process

**Article 8 – Advisor**

Section 1 – Duties of the faculty advisor

Section 2 – Method of faculty advisor selection

Section 3 – At least one advisor MUST be a full-time faculty, AMP or SP staff member at FAU.

**Article 9 – Meetings**

Section 1 – Regular meetings shall be held when (on what day and how often)

Section 2 – Special meetings may be called by whom, why and how often (appointment, election).

Section 3 – A quorum for any regular or special meeting shall consist of a majority of the members (50% + 1).

Section 4 – Statement of what procedures will be used to conduct meetings (e.g. Robert’s Rules of Order).

**Article 10 – Amendments**

Explain in this section how your constitution can be amended.

**All student organizations whose regular activities include travelling domestically or internationally must include the following statement in their constitution:**

_Name of student organization_ will have each member complete the following forms as a condition of membership: 1) Release of Liability Agreement, 2) Student Travel Code of Conduct. These forms must be completed annually by every member. In addition, prior to any domestic or international trip, _name of student organization_, in consultation with the appropriate Student Affairs office or academic department, Office of International Programs (if travelling internationally), and student organization advisor, must host a pre-departure orientation meeting for all travelers.
The Release of Liability Agreement and the Student Travel Code of Conduct must be attached to the constitution.

**BYLAWS**

Bylaws often accompany a constitution, and include details relating to committees, dues, voting and other governance, etc. By-laws are NOT required; however, they are recommended if your RSO wants to put common practices in writing.

### Student Organization Responsibilities

- Complete the annual re-registration process.


- Remain in good standing with all aspects of FAU (Student Union, SGA, campus departments, etc.) and conduct themselves in a manner that is consistent with the Mission of the University.

- Adhere to the rules and procedures set forth in the organization constitution, including the non-discrimination and anti-hazing requirements for membership.

- Meet all fiscal obligations incurred by the student organization and abide by the SG processes and procedures as set forth by the SG Accounting and Budgeting Office.

- Ensure proper planning and execution of organization events, and consult with the Student Union and Student Involvement & Leadership staff for help with event policies and contract management.

- Provide adequate training during the officer transition process.

- Have an advisor who serves as a full-time faculty or staff member of FAU.

- Establish consistent communication with the organization advisor and keep advisor information of organization activities and decisions.

- Ensure proper use of campus resources, including meeting and event space, and other afforded benefits to the organization.

- Check the student organization mailbox on a regular basis. Student Involvement & Leadership will put important notices and correspondences in the box.
BENEFITS TO REGISTERED STUDENT ORGANIZATIONS

Student Involvement & Leadership Resource Centers / The Club House

The Boca Raton, Davie and Jupiter campuses each have a resource center available to Registered Student Organizations (RSOs) as part of the Student Involvement & Leadership offices on those campuses. These resource centers support organizational development and the promotional needs of all RSOs at FAU.

On the Boca Raton campus, RSOs have an entire office dedicated to student organizations called the Club House. The Club House is an arm of Student Involvement & Leadership and is a centrally located resource center that supports organizational development and the promotional needs of all RSOs at Florida Atlantic University. The Club House provides services to assist in marketing student organization events and activities, access to student organization workstations and resources, and the opportunity for one-on-one guidance and consulting from staff and fellow students. The Club House is located in Room 227 in the Student Union. The Club House is open Monday through Thursday, 9:00 a.m. - 7:00 p.m. and Friday, 9:00 a.m. - 5:00 p.m.

The following services are available as a part of the SIL Resource Center / Club House (may vary by campus):

- **Copy Service:** RSOs receive 500 free copies per semester. After 500 copies have been reached, additional copies can be made for a small charge. Please allow at least 24 hours for your copies to be completed.

- **Buttons:** Supplies are provided to make your own buttons. You will need to design the graphic for the buttons, but SIL can provide you with the template. Groups will receive 100 free buttons per semester. After 100 buttons have been made, additional buttons can be made for $0.25/each.

- **Banner Paper:** Banner paper is available in blue, red and white.

- **Poster Board:** Poster board is available in various colors. RSOs will receive 20 free poster boards per semester. Additional poster boards can be purchased for $0.50/each.

- **Die Cut Letter:** Two die cut letters machines are available to cut out letters, numbers, designs and Greek letters for posters and banners.

- **Resource Files:** Looking for files about fundraising, recruitment, time management, delegation, and other topics? Resource files are available on many topics in the Student Involvement & Leadership office.

- **Equipment Rental:** COSO provides a limited amount of equipment to host activities and events. Equipment is issued on a first-come-first-served basis to registered student organizations that have an approved event registration form for their request. Some of the equipment available to RSOs include karaoke machines, digital cameras, easels, tent and cover, tent weights, radio/cd player, cart, portable PA, multi-outlet strip, extension cords, and flip charts.
NOTE: All SIL resources are designed for RSOs ONLY! University departments and entities will be charged for all services.

**Club House Lockers**

On the Boca Raton campus, RSOs have the opportunity to apply for locker space either within or directly outside of the Club House. The RSO requesting the space will be required to sign off on a terms of agreement to understand logistics and liability issues before first use. For more information about the Club House lockers, please contact fau.bocacoso@fau.edu.

**Club House Workstations**

On the Boca Raton campus, RSOs have the opportunity to use the workstations in the Club House to work on student organization projects. Each workstation is equipped with a computer, general office supplies, and temporary storage space. One station is assigned per council, including Academic, Graduate, Multicultural/Spiritual, Special Interest, and Sports Club workstations (Fraternity & Sorority organizations do not have an assigned space because workstations are provided for them in Student Involvement & Leadership). With the stations assigned, any RSO may use the workstation of their respective council. The student using the space will be required to sign off on a terms of agreement to understand logistics and liability issues before first use and sign in when coming in. For more information about the Club House workstations, please contact fau.bocacoso@fau.edu.

**OwlCentral**

OwlCentral is an absolutely vital resource for RSOs. All RSOs are required to create and update a page on OwlCentral containing information about the organization, current Executive Board members, and applicable documents (such as the Constitution) during the new student organization formation process and the annual re-registration process. Each RSO page allows members to collaborate in discussion posts, events, photos and other online features. As a student leader, you can control a majority of these features. For more information on how to use OwlCentral for your RSO, contact studentorgs@fau.edu.

**Student Organization Mailboxes**

Student organizations are required to have a mailbox. This mailbox is used to disseminate pertinent information to all student organizations. These mailboxes are provided free of charge and are established when a student organization successfully registers their organization. They are located in Student Involvement & Leadership on your respective campus.

Mailboxes are listed by organization name. All mail sent to your organization, must have the FULL name of the organization (not just the acronym) in the mailing address, not just the name of a student. Without an organization name, the mail is undeliverable and will be returned to sender. Please use the following address (based on your campus) when requesting mail sent to your student organization mailbox:

**Boca Raton Campus:**
FAU Student Union
ATTN: Student Organization Name
777 Glades Road, UN 206
Boca Raton, FL 33431
It is the organization’s responsibility to pick up mail in a timely manner (suggested pick-up time: once per week). Mailboxes are cleared at the end of the semester every year.

**Student Organization Recruitment Events**

Student Involvement & Leadership and the Council of Student Organizations (COSO) host several recruitment events for student organizations throughout the year. These events provide an opportunity for students to connect with RSOs on campus. RSOs have access to tables where they can recruit new members and promote meetings and events to the FAU community. All RSOs are eligible to participate in these recruitment events. Visit [www.fau.edu/sil](http://www.fau.edu/sil) to find out upcoming dates and to register for these events.

**Promotion and Marketing**

RSOs have the ability to advertise and market their meetings and events on the FAU campuses. Specific guidelines and policies regarding promotion and marketing can be found in the Promotion and Marketing Policies section of this Student Organization Manual.

**The Student Organization Awards & Recognition (SOAR) Banquet**

RSOs are eligible to apply for and win individual and organization awards at the annual Student Organization Awards & Recognition (SOAR) Banquet. Nominations are released in the early spring and due in March. The SOAR Banquet is typically held in late March or April. For more information about the SOAR Banquet, contact [studentorgs@fau.edu](mailto:studentorgs@fau.edu).

**Facilities and Event Planning**

Registered Student Organizations (RSOs) have the ability to reserve University facilities. Designated facilities are available for RSOs pursuant to University policies and procedures governing student organizations as well as facility use guidelines maintained by the specific venues. Specific guidelines and policies regarding reserving space and hosting events can be found in the Event Management section of this Student Organization Manual.
Using FAU Internal Communications to Advertise

One of the privileges of Registered Student Organizations (RSOs) and SG Programs is the ability to have announcements disseminated to our University community. Below you'll find the procedure that is effective immediately for all announcement requests.

**Weekly Deadline for announcements to be posted the week following is Thursday @ 5 p.m.**

Three ways to disseminate information:

- a posting on the FAU.com site by submitting a request to this link: [https://docs.google.com/spreadsheet/viewform?formkey=dGsxVnVYaT0FSd3o1RnAxbEhEtpUkE6MQ](https://docs.google.com/spreadsheet/viewform?formkey=dGsxVnVYaT0FSd3o1RnAxbEhEtpUkE6MQ)
- an announcement for employees (on FAU Today's "Announcements of General Interest")
- a MyFAU announcement (for students and employees)

All events must be registered and approved. SIL will forward all announcements on a weekly basis to the University's Internal Communications Department. Items not originating from SIL will be routed through SIL. Announcement requests for MyFAU and announcements for employees must be e-mailed to kburke19@fau.edu by the weekly deadline of Thursday at 5 p.m. following these guidelines:

If an organization has multiple events/programs for the same week, include them all in ONE announcement. Do not send information for events/deadlines that are more than two weeks out.

**Subject Line:** Cannot exceed 45 characters and can only be name of event and date, for ex. Club Fest Jan. 19

**Body of Announcement:** Send your announcement in paragraph format and be sure to include the following:

- Event name—do not send in all capital letters
- Date—this should be listed in abbreviated form. Do not include the year. For example. Jan. 19
- Time—time should be listed as follows: 3 p.m., 11 a.m. with a space and a.m./p.m.
- Location (include room number, building, campus)
- Description *(three sentences or less)*
- Sponsoring college, department or group
- Contact information for event/listing. MUST BE FAU E-mail. Clarify if RSVP’s are necessary.

PLEASE NOTE: This privilege is based on announcement space availability. Please plan ahead and have ample time before your event as Internal Communications has many departments to assist in posting. Once received every week by Thursday, that week’s requests will be sent in by 12 p.m. Friday and should be posted the following week. If you are advertising an event or program of any kind, make sure it is a registered event with the Student Union or it will not be posted.
Advertising Policies on the Boca Raton Campus

BEFORE YOU ADVERTISE - Student organizations MUST register their program(s) with the Student Union in order to obtain stamp approval for any program advertisements, such as flyers, posters, signs and/or notices.

Approval of Flyers, Signs, Posters, Notices: Once the event is registered, student organizations must obtain a stamp of approval on all advertising documents to be posted on campus. On the Boca Raton campus, stamp approval is in the Student Union, room UN 203. Some areas, such as Housing and Residential Life, require an additional stamp of approval from that department. To receive stamp approval, all flyers:

- MUST include the name of the sponsoring student group or department.
- MUST include the following statement: If accommodation(s) for a disability is required, contact Person/Phone Number/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.
- CANNOT advertise alcohol in any way.

Placement of Flyers, Signs, Posters, Notices:

- Classrooms, Offices, and Corridors: Flyers, signs, posters and notices may be attached to approved bulletin boards. They may NOT be attached to any painted surface, glass vending machine, building fixture or sign, or within/on any building exterior, except where provisions have been made. Each building on campus has their own areas for posting and should be consulted before posting is done.
- Walkways and Campus Grounds: Flyers, signs, posters and notices may be placed in the approved sign-holder frames, which are installed on the walkway columns. Flyers, signs, posters and notices may NOT be attached by any method to trees, shrubs, plantings or existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting signs is prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.

Housing Posting Policy: Registered student organizations are the only non-housing affiliated groups permitted to post informational flyers in University Housing areas. The Director of University Housing and Residential Life is the contact for flyer approval in Housing. Please note that in order for a flyer to be approved, it must first be approved and stamped by UN 203. Leave one (1) copy of the flyer for approval in the box specifically for flyers at the office of Housing and Residential Life. It will be at Housing’s discretion if many copies of the same flyer will be stamped. Additionally, there is a full business day turnaround on all flyers to be approved.

Removal of Flyers, Signs, Posters and Notices: All signs stamped by UN 203 must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event. Any and all signs over two weeks old will be taking down regardless of stamp.

Violations: Flyers, signs, posters and notices that are in violation of FAU regulations will be removed by the Ground Department and reported to the Student Union. Any student organization in violation of these regulations shall be held responsible for any damage to FAU property and may receive additional sanctions.
Temporary Ground Signs and Banners: May be placed only at the locations approved in the above policies. Any violations by student organizations in regards to banners and temporary ground signs will be reported to Student Government and the organizations will be held responsible for any damages and/or costs to FAU. Anyone with questions concerning the placement or erection of temporary ground signs or banners should contact the Office of Space Utilization at 561-297-0197. The Temporary Ground Sign/Banner Applications may be found at http://www.fau.edu/facilities/osua/info/.

Student Organizations agree to following requirements when they get flyers, signs, posters and notices stamped:

1. All flyers must have the name of the sponsoring organization of the flyer with contact information.
2. Flyers will be approved on a case by case basis.
3. Alcohol cannot be advertised on any way on the flyer.
4. All flyers promoting an event must have the ADA statement on the flyer:
   If you need a reasonable accommodation to fully participate in this event please contact [person] at [phone number and e-mail address] or TTY Relay Station 1-800-955-8770. Please make your needs known as soon as possible to allow sufficient time for effective accommodations, preferably by [insert day of week and date of 4 business days prior to the event].
5. Flyers may only be put on approved locations. If there are questions regarding a location or placement of a flyer, etc. contact Space Utilization at (561) 297-0197.
6. Flyers that are not put on approved locations will be removed. If there is damage to walls, doors, and paints, etc. the student organizations will be billed for the repairs.
7. Student Organizations that do not abide by these regulations will be referred to the Dean of Students office.
8. All marketing must be approved by UN 203 for programs registered with the University

Advertising Policies on the Broward Campuses

Posting policy for student advertisements. No flyers will get approved with a stamped, unless an Event/Program Registration Form has been turned into Student Involvement & Leadership.

1. Approval of Signs, Posters and Notices

Process: Student Involvement & Leadership is in charge of the student flyer policy on the campus. All flyers by student groups must be approved and stamped by Student Involvement & Leadership. Only University Departments and Student Groups are allowed to advertise on the campus. Outside solicitation is not allowed unless arranged through the University or sponsored by a student group. All outside entities must bring some type of benefit to the FAU community. Any companies that conflict with current companies that are approved FAU sponsors are not allowed to advertise on campus. Student Involvement & Leadership must approve any and all co-sponsorships. Flyers must get an approval stamp to be hung anywhere on campus. Some areas may require an additional stamp.

Definition: Banner - You must contact the Physical Plant department to obtain banner dimensions for the maximum size on a given campus. The Physical Plant department will also determine designated areas for banners. Any poster or flyers larger than their defined dimensions are considered a banner. Flyer: A flyer will not be larger than 8” x 14”. Poster: A poster will not be larger than 2 ft. x 3 ft.
Wording: All flyers must have the name and contact information of the sponsoring student group or department. The contact information must try to be an on-campus number. The Student Involvement & Leadership Office will approve any and all pictures, phrases and words on a case-by-case basis. Alcohol cannot be advertised in any way on any flyer.

2. Placement of Signs, Posters and Notices

Classrooms, Offices and Corridors: Signs, posters and notices may be attached only to approved bulletin boards by the designed department. They may not be attached to any painted surface, glass, vending machines, building fixtures or signs, within or on the exterior of any building, except where appropriate provisions have been made.

Walkways: No posters or flyers will be allowed along these areas. Signs, posters and notices may not be attached by any method to trees, shrubs, plantings or existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting signs is also prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.

3. Removal of Signs, Posters and Notices

All signs stamped by Student Involvement & Leadership must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event. Any and all flyers over two weeks old will be taken down regardless of stamp.

Signs, posters and notices that are in violation of Florida Atlantic University regulations will be removed by the Physical Plant Department and reported to Student Involvement & Leadership. Any student group in violation of these regulations shall be held responsible for any damage to Florida Atlantic University property and may receive additional sanctions. Information and questions concerning placement or erection of signs, posters or notices under conditions not specifically covered in these regulations should be directed to Student Involvement & Leadership.

4. Designated Locations

All signs, posters and notices will be place on these designed bulletin boards by Student Involvement & Leadership and Student Government student assistants or designee at the following location:

a. Davie campus: Student Activities Center (housing, jobs, club activities, local/community activities sponsored by club or department), Liberal Arts Building stairway area and information desk area (campus events), 3rd floor of Liberal Arts Building near soda machines (campus events), 4th floor bulletin boards (campus events & academics), and Education and Science Building 1st floor bulletin boards located in north and south corridors near classrooms and bulletin boards located in every classroom.

b. Downtown campus: All notices are place only in designed bulletin boards in the Student Activities Center and 2nd floor of Askew Tower. Multi-media advertisement will be place onto the Plasma screens by the appropriate staff.

c. Sea Tech campus: Entry area of the campus building and bulletin boards in the student activities area.
5. Placement of Temporary Ground Signs and Banners

In the interest of keeping our campus as attractive as possible and to avoid costly repairs, the following regulations are defined for erecting and removing temporary ground signs, banners, posters and notices on campus facilities and grounds. These regulations are required, not only in consideration of the appearance of the campus, but also to avoid marring or damaging building surfaces, signs, trees, and landscaping. Commercial advertisements are not allowed on campus except in conformity to Presidential memorandum #80.

A. Walkways and campus grounds locations: Temporary ground signs and banners may be placed only at the locations approved in the attached Banner & Temporary Ground Sign Installation procedure. Posters should not be larger than 2 feet by 3 feet. If the poster is larger, it will be up to the discretion of the Associate Director for Student Affairs.

B. Coordination: Final plans will be submitted to Student Involvement & Leadership for approval in accordance with these policies. Temporary ground signs and banners may not be attached by any method to trees, shrubs, plantings or any existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting ground signs or banners is also prohibited. Small temporary ground signs (in compliance with the Physical Plant department) may be erected by the sponsor of special events, not more than 14 days before the event.

C. Removal of Temporary Ground Signs: All temporary ground signs or banners must be removed by the sponsor within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired by the sponsor.

D. Removal of Banners: All banners will be removed by the University Physical Plant Department within 24 hours after the event has taken place. Banners that are torn or disfigured will be removed or the sponsor will pay for the cost to have them repaired.

E. Violations: Temporary ground signs and banners that are in violation of Florida Atlantic University regulations will be removed by the University Physical Plant Department. Any violations by student organizations will be reported to the SGA; violations by University departments will be reported to the appropriate Dean or Vice President. Organizations or departments in violation of these regulations shall be held responsible for any damages and/or costs to Florida Atlantic University.

F. Information: Anyone with questions concerning the placement or erection of temporary ground signs or banners should contact the student activities center.

### Advertising Policies on the Northern Campuses

**MacArthur Campus Posting Policy**

All postings must be stamped by the Office of Student Life and Recreation. It also must have the following info: date/time of event/sponsor name and phone/email.

**Department of Housing Posting Policy**

1. Flyers must be presented to the Department no more than five (5) days prior to the advertised event.
2. Flyers must include the following information in order to be considered for approval and posting within Housing: **Title, Date, Time, Location, Sponsor(s), Contact Information for questions**
3. Flyers advertising Club Activities and events MUST have the Student Involvement & Leadership stamp prior to requesting the Housing stamp.
4. Flyers must have correct grammar and spelling.
5. Preference for posting is given to flyers which measure 8.5” X 14” or smaller. Flyers larger than this will be posted on a space-available basis, at the discretion of the Director. Priority will be given to Housing-sponsored events.
6. Flyers will only be posted on the Information Bulletin Boards on each floor (located near the elevator). Flyers WILL NOT be posted on the walls, glass windows, doors, balcony, nor the lobby railing without prior consent given by Housing.
7. Banners / posters will only be approved to be hung within 48 hours of the event. Approved items MUST be removed by the program coordinators immediately following the event.
8. Sidewalk Chalk advertisements in the Housing area also require approval, and must be removed immediately following the event.
9. Flyers that are not approved by Housing will be promptly removed and destroyed.
10. Flyers advertising off-campus events that are not sponsored by MacArthur Campus organizations will not be posted.
11. Flyers advertising off-campus events featuring alcohol will not be approved.
12. Flyers that are in violation of these posting policies will be reported to Student Involvement & Leadership as well as the sponsoring organization losing their rights to advertise in Housing for one (1) year.

Marketing on OwlCentral

OwlCentral is an absolutely vital resource for FAU’s Registered Student Organizations (RSOs). Each RSO has its own site where members can collaborate in discussion posts, events, photos and other online features. As a student leader, you can control a majority of these features.

Create an Event

Events can only be created by student leaders and associated with an organization. Events that have an image or flyer uploaded along with it will appear on the event flyer board on the Home page. You can set who can see and RSVP to the event during the creation process.

1. Log in to fau.collegiatelink.net and go to your organization’s page. Make sure you are logged in through MyFAU. If not, click the “Log In” button in the upper right corner to access your personalized page.
2. Go to “Events” on the left side.
3. Click on “Create Event”.
4. Enter the Name, Location, Start Time, and End Time. These fields are required.
5. Enter a brief description of the event.
6. Attach a flyer to associate with your event. Supported files include image files (jpg, jpeg, tif, tiff, gif, png, bmp), office files (xls, xlsx, ppt, pptx, doc, docx, pub, rtf) and html, htm, mht and pdf. ** If a flyer is not uploaded, the event will not display on the Event Flyerboard on the Home page.
7. Specify the type of event:
   a. Public: Anyone who accesses the site will be able to view this event.
   b. Campus Only: Any logged-in user can view this event.
   c. Organization Only: Only members of your organization can view this event.
   d. Invitation Only: Only those invited to this event can view it.
8. Specify the RSVP Option for the event: None, Open, or Invite.
9. Click “Create”.
** Your event needs to be approved by a campus administrator prior to sending invitations. This approval process is dependent upon the Event Registration Forms turned in to the Student Union in regards to the event you are looking to market. You will be notified when your event has been approved or of any changes that you’ll need to make to the event.
10. Identify who you’d like to invite to the event: by username, or e-mail address.
11. Click “Add” to include those you selected/identified in the invitee list.
12. Click “Send Invitations”.

Manage Event Attendance

1. From the “Events” tab, click on the name of the event you’d like to manage.
2. Click on the “Track Attendance” button on the right side of the page.
3. The top module displays who is attending your event. Click on the Excel icon to export a file or those who RSVP’d to your event.
4. The bottom module allows you to add attendees who had not previously RSVP’d, by e-mail or by uploading a CSV (comma delimited) file containing just e-mail addresses.
5. Select the appropriate Status.
6. Click “Add”.
7. Click “Back To Event”.

THEN:

8. Click on “View RSVPs”.
9. Indicate which attendees will be hidden from public view as attending the event.

Edit Existing Events

1. From the “Events” tab, click on the name of the event you’d like to edit.
2. Click “Change” below the name of the event.
3. Update any of the details of the event, including date, time, or location.
4. Click “Next” at the bottom of the page.
5. Click “Submit”.

Create a News Article

1. Log in to fau.collegiatelink.net and go to your organization’s page. Make sure you are logged in through MyFAU. If not, click the “Log In” button in the upper right corner to access your personalized page.
2. Go to "News" in the left navigation.
3. Click on “Create Article”.
4. Enter the Title, Summary, and the full Story (text) of the article. You can use the text editing features to customize the style of the Story of your article.
5. Upload an image to be displayed with the Summary in the News ticker.
6. Specify who can view the article.
7. Click “Save Article”.

Your article will automatically post to your organization’s wall and to the campus news ticker for members of your organization.
Registered Student Organizations (RSOs) have the ability to reserve University facilities. Designated facilities are available for RSOs pursuant to University policies and procedures governing student organizations as well as facility use guidelines maintained by the specific venues. RSOs are required to fill out an Event/Program Registration Form for all meeting(s) or event(s) held on or off campus. This is per Regulation 4.006. When planning events always remember that space on campus is limited. Please plan ahead and allow plenty of time to reserve a room. Should your student organization need assistance within their event planning process please contact the Student Union on your campus.

On the Boca Raton campus, RSOs are encouraged to utilize the space in the Student Union. The Student Union staff is very helpful and eager to assist student organizations in planning their events. The Student Union Event Planning office offers services including, but not limited to, venue reservation, event review, coordinating sound and light personnel and equipment, furnishing and arrangement of room setups and coordinating event staff and University Police where indicated. Should you need assistance within the event planning process, please contact the Student Union Event Planning office at 561-297-3730, or visit Student Union room 203.

Please note that registered student organizations are not billed for rental taxes for space utilization or equipment usage unless they are:

1) Having co-sponsorship event/program with a department, tax-exempt group or commercial group
2) Charges a registration or admittance fee or sell tickets (this may also apply to donations).
3) Sponsors a program that is open to the general public (non-students).

In the event that RSOs are reserving space that they are paying for, they will be charged tax unless they have DR-14. Please note that RSOs utilizing Student Government funds through COSO are tax-exempt as Student Government is the paying entity.

Reservation Timeline

All Event/Program Registration forms are due no less than ten (10) business days prior to the event date. RSOs may reserve rooms up to one (1) semester in advance. Exceptions to scheduling dates may be requested from the Student Union through the Student Union Director or their designee.

Meeting Restrictions

RSOs may reserve space for meetings no more than twice a week (executive board meetings/general meetings/weekly meetings). Additional space may be reserved for space for special events/programs/activities (beyond normal executive board meetings and general meetings). Meetings (executive board/general/weekly meetings) will only be reserved in 3 hours blocks.
Room reservation privileges are not transferable, nor may any RSO turn over a reserved facility for use by another student organization, department, or agency.

Any person or group, including RSOs, with past-due financial obligations to the Student Union, will be denied further use of the facility until such obligations are met. Usage of facility will be denied if the past due balances are not paid in full.

**Room Setup**

Any special room sets must be turned in to the Event Planning Office in the Student Union room 203. Groups should not rearrange moveable walls, furniture, or equipment without the assistance of Student Union staff. Any costs incurred as a result of the damage will be the responsibility of the sponsoring group. Equipment and furnishings permanently assigned to the reserved spaces are not to be removed from the premises for any reason without prior approval of the reservations office. The organization, department, its officers, and its representatives reserving facilities in the Student Union are responsible for all damages.

The Student Union Event Planning Office reserves the right to limit special set-ups and may move groups to another room if that move provides more efficient space usage. EPO reserves the right to make modifications to room set-ups for the purposes of environmental and life/safety concerns.

**Decorations**

All equipment, decorations, etc. provided by the RSO with approval of the Student Union must be removed immediately following the event. The Student Union is not responsible for loss, damage, or safekeeping of these items. Any items left in the Student Union 24 hours after the event will become property of the Student Union and will be disposed of at its discretion. Event advertisement and publicity materials are not to be placed on painted surfaces, doors, walls, windows, trees, trash cans, chairs, glass surfaces, etc. All publicity materials will be posted on bulletin boards located throughout the Student Union or other approved areas.

**Advertising**

An event may not be advertised until the Event Registration Form has been properly signed by all parties (including Student Involvement & Leadership, Police Department, Food Services, etc.). The Student Union must stamp copies of all student and on-campus advertising for approval prior to posting. Advertising an event prior to obtaining a reservation confirmation may result in cancellation of the event and/or a thirty (30) day suspension of privileges.

**Cancellation/No Show Policy**

A no-show is equivalent to a cancellation of less than 48 hours (2 business days). RSOs that do not cancel prior to 48 hours before the scheduled reservation will have the following consequences:

- First No Show - Receive a written warning.
- Second No Show - Reservation suspension for 14 business days.
- Third No Show - Reservation suspension for semester (if semester is less than 15 business days before ending, the suspension will begin the subsequent semester).

In addition, users (including RSOs) shall reimburse the Student Union for any expenses incurred on behalf of user and/or as a result of cancellation (including but not limited to security, labor, or equipment).
Co-Sponsorship/Fronting
The groups co-sponsoring the event must fulfill all of the reservation guidelines listed under the “Affiliated and Unaffiliated User” section of the Reservations Policies and Procedures.

Depending on the groups co-sponsoring the event, the event will be charged at the co-sponsorship rate. All charges and fees for the event will be billed directly to the co-sponsoring organization. See additional information at http://www.fau.edu/studentunion/eventplanning/policy.php.

The RSO must participate in the actual running of the event and must act as contact to the EPO.

Food Service
Florida Atlantic University has a contract with Chartwells to provide all catering and food service needs on campus. Chartwells has the right of first refusal. Food from outside caterers and vendors may not be brought in without written approval. All food and beverage requests must be arranged through Chartwells. Any exception to this policy must be approved by the Director of the Campus Dining Service.

Extended Hours
Extended hours or alteration of hours for reserved rooms may be granted upon consultation with the Event Planning Office and approval by the Student Union Director or their designee.

Recognized Student Groups and University Departments will be subject to the following regulations:

i. Requests for extended hours must be made at the time the reservation is submitted or no later than ten (10) business days prior to the event. Extended hours may ONLY be granted with approval by the Student Union Director or their designee.

ii. When an extension of hours is granted, the time designated is the time at which all individuals attending the event are out of the facility and the Student Union will be closed and locked. Therefore, events must terminate thirty (30) minutes before closing so that all persons will be out of the building at the designated closing time.

iii. Any costs incurred as a result of the extended hours, such as a building manager, security, custodial overtime, etc., will be the responsibility of the sponsoring group.

iv. The Student Union has the right to limit events requesting extended hours to specific rooms within the facility.

Events with Critical Risk Factors
Campus police officers are required for all RSO events held on campus that are considered to present a greater risk to the campus community. Some events with critical risk factors will be required to provide police offices, regardless of attendance. Those events will have any or all of the following critical risk factors:

i. Dance or concert
ii. Held at, or continues until any time after 11:00 pm
iii. Money is exchanged (tickets, admission or a donation)
iv. Events with 100 people or more
v. Events open to the general public

Events that do not fit any of these factors will be subject to review and approval for proper risk management procedures by the Event Planning Office.
Police Staffing Requirements

Final determination of police staffing will be the responsibility of the FAU Police Chief, and/or his/her designee. The police detail supervisor attending the event will determine location and assignments of security and police officers prior to the start of the event.

The number of police officers and other security personnel is determined by the capacity of the room where the event takes place and the length of the event. Officers will be assigned for a minimum four (4) hours shift. The length of time in which the officers will be assigned to the event is the length of the event, plus 30 minutes before and 30 minutes after the event (i.e. one additional hour over the length of the event). The rate for FAU organizations is $35/hour and for external groups is $50/hour. The number of officers assigned to an event will be determined by the maximum capacity of the room. However, the number of officers may be adjusted based on the specific expectations for the event.

All safety and security matters observed at the event will be referred immediately to FAU Police Officers on site, and will be handled in an expeditious manner.

Deliveries

If you plan to have University Departments deliver items prior to your event (i.e. trees from the Grounds Department, additional tables from Building Services, etc.), please coordinate these deliveries with the EPO. The room you have reserved may be in use prior to your event, and it may be necessary to schedule these deliveries for a particular day and time.

Alcohol

If you plan to have alcoholic beverages at any event, the University requires that an Alcohol Program Registration Form be approved by the Vice President of Student Affairs and the Director of the Student Union twenty-one (21) business days prior to your event.

Any student organization/club intending to serve alcoholic beverages at any event must first demonstrate that its officers, event volunteers and approved university advisors have attended or will attend a workshop on the University’s alcohol policy sponsored by Student Involvement & Leadership.

All alcoholic beverages must be purchased and served through Chartwells Inc., who is licensed by the Florida Liquor Control Board to provide and serve alcohol in the facility.

All events must adhere to the University policies established in the FAU Alcohol Policy found at http://www.fau.edu/policies/1.2_Alcoholic_Beverages.pdf.

Individuals or groups in violation of this policy will be subject to loss of privileges and to disciplinary action in accordance with University rules provided in the Florida Administrative Code which are stated in the Student Handbook. Actions by the University for violations of this policy do not preclude prosecution by outside authorities.

Additional Information Regarding Student Union Event Planning, Reservations, and Policies

General information on reserving a room within the Student Union can be found at http://www.fau.edu/studentunion/eventplanning/index.php
To get more information regarding individual information on Student Union room visit the following website. This website will provide detailed information about each room’s features, capacity and configuration.  

To get additional information about room and equipment rates visit the following website, click on links under rental charges. 
[http://www.fau.edu/studentunion/eventplanning/services.php](http://www.fau.edu/studentunion/eventplanning/services.php)

To review the complete Student Union Reservations Policies and Procedures [http://www.fau.edu/studentunion/forms/SU_Policies_and_Procedures2.pdf](http://www.fau.edu/studentunion/forms/SU_Policies_and_Procedures2.pdf)

Designated Public Forums 

<table>
<thead>
<tr>
<th>Facility/Venue</th>
<th>Departmen t</th>
<th>Individual(s)</th>
<th>Email</th>
<th>Phone Number</th>
<th>Further Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Lawn, BBQ Pits, Nations MPR Multi-Purpose Rooms</td>
<td>Housing &amp; Residential Life</td>
<td>Dorothie Lorenvile</td>
<td><a href="mailto:dsenat@fau.edu">dsenat@fau.edu</a></td>
<td>(561)297-0214</td>
<td>Contact individual listed for specific directions.</td>
</tr>
<tr>
<td>Track &amp; Field Complex, Henderson Fields, Tennis Courts, Outdoor Basketball Courts</td>
<td>Campus Recreation</td>
<td>Matt Clair</td>
<td><a href="mailto:clairm@fau.edu">clairm@fau.edu</a></td>
<td>(561)297-4512</td>
<td>For specific directions visit <a href="http://www.fau.edu/campusrec/facility/reservations.php">http://www.fau.edu/campusrec/facility/reservations.php</a></td>
</tr>
<tr>
<td>Indoor Basketball Courts, MAC Gym, Lap &amp; Leisure Pool Gymnasium</td>
<td>Campus Recreation</td>
<td>Matt Clair</td>
<td><a href="mailto:clairm@fau.edu">clairm@fau.edu</a></td>
<td>(561)297-4512</td>
<td>For specific directions visit <a href="http://www.fau.edu/campusrec/facility/reservations.php">http://www.fau.edu/campusrec/facility/reservations.php</a></td>
</tr>
<tr>
<td>Academic Classrooms</td>
<td>Registrar’s Office</td>
<td>Derron Foeman</td>
<td><a href="mailto:scheduling@fau.edu">scheduling@fau.edu</a></td>
<td>(561)297-0733 (561)297-3291</td>
<td>Contact individuals listed for specific directions.</td>
</tr>
<tr>
<td>Marleen &amp; Harold Forkas Alumni Center</td>
<td>Alumni</td>
<td>Mary Beth Albritton</td>
<td><a href="mailto:malbrit1@fau.edu">malbrit1@fau.edu</a></td>
<td>(561)297-6162</td>
<td>For specific direction visit <a href="https://fauf.fau.edu/netcommunity/SSLPage.aspx?pid=1617">https://fauf.fau.edu/netcommunity/SSLPage.aspx?pid=1617</a></td>
</tr>
</tbody>
</table>
All registered student organizations need to submit an Event Registration Form, also called a Program Registration Form, for their events held on or off campus. Beginning August 1, 2013, Event Registration Forms will be available online at OwlCentral. For the fall semester, Event Registration Forms may be submitted either as a paper form or electronically through OwlCentral.

The paper version of the Event Registration form is available on [http://www.fau.edu/studentunion/forms/Event%20Registration.pdf](http://www.fau.edu/studentunion/forms/Event%20Registration.pdf), in the Student Union Event Planning Office, and in the Student Involvement & Leadership resource centers. All paper forms must be signed by the RSO advisor before it will be accepted. This form must be received no less than 10 business days prior to your event or meeting.

Please submit your Event Registration Form into the following locations according to your primary campus:

**Boca Raton:** Event Planning Office, Student Union, room 203  
Broward Campuses: TBA, Student Involvement & Leadership Office, SD 203  
Northern Campuses: Devin Sieck, Student Involvement & Leadership Office, MC-03, 151

The electronic version of the Event Registration form is available on Owl Central, which can be accessed through your MyFAU account:

1) Sign in to MyFAU.edu.  
2) Click on the Students tab.  
3) Click on the Get Involved/OwlCentral box on the right.  
4) On OwlCentral, click on the Campus Links drop-down menu on the right.  
5) Click on the Event Registration Form.

Initial dates for acceptance of Event Registration Forms for the 2013-2014 academic year are:

- Fall Semester – June 1st  
- Spring Semester – November 1st  
- Summer Semester – March 1st

Exceptions are approved on a case-by-case basis.
Event Risk Management

Accidents happen, especially at meetings, events or other social activities. When accidents do take place liability and legal issues may result. The most effective way to prevent risk management issues from turning into liability issues is to be educated and aware, both as an individual and as a student organization. Please be aware that legal complications can occur from a direct liability chain when an individual was involved in the incident, or indirectly when it can be shown that an individual was in a supervisory or executive position and the person committing the act was under their control. If you are responsible or linked to responsibility based on your position in a student organization, you may be found liable. Your life could possibly change if you are responsible for a legal judgment.

The best way to avoid this unpleasantness is to avoid events and activities that are potentially high risky. Take the necessary precautions in planning your activities so that if something happens, liability will not follow you. When you are performing individual tasks, make sure you exercise the same type of caution and planning. Some of the recommendations that you and your organization may choose to consider are made in this section to help you avoid potential liability. While no risk management plan is guaranteed, these techniques and considerations should help in the risk reduction and planning process for you and your group.

Student Involvement & Leadership desires for your student organizations to succeed in event planning and risk management. A large part of success involves taking precautions and carefully planning your activities to avoid situations which may jeopardize safety. Please consult Student Involvement & Leadership with any concerns regarding Risk Management and Responsibilities of a student organization at Florida Atlantic University.
**ORGANIZATION RESPONSIBILITIES**

**Student Code of Conduct**

Students and student organizations should be aware of the Student Code of Conduct, as it is the document that should guide their behavior and actions. To view the code in its entirety, please visit [http://www.fau.edu/handbook/Boca/student_code.php](http://www.fau.edu/handbook/Boca/student_code.php)

**Regulation 4.006**

Regulation 4.006 outlines the student organization formation process, as well as the requirements and benefits of registration. It is also details the qualifications for student leaders. To read Regulation 4.006 in its entirety, please visit [http://www.fau.edu/regulations/chapter4/Reg%204.006%2011-16-11%20FINAL.pdf](http://www.fau.edu/regulations/chapter4/Reg%204.006%2011-16-11%20FINAL.pdf)

**Alcoholic Beverages Policy**

The Alcoholic Beverages on Campus Policy is applicable to all members of the university community, including all students, faculty, staff and all visitors, contractors and guests to the university or any of its campuses, facilities or events. All student organizations must get approval from the Senior Vice President for Student Affairs to have alcohol at an event on campus. To read the full policy, please visit [http://www.fau.edu/policies/files/1.2%20Alcoholic%20Beverages%20CLEANUP%2011-12.pdf](http://www.fau.edu/policies/files/1.2%20Alcoholic%20Beverages%20CLEANUP%2011-12.pdf)

**Florida Anti-Hazing Law**

(1) As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

(2) A person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

(3) A person commits hazing, a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another
person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

(4) As a condition of any sentence imposed pursuant to subsection (2) or subsection (3), the court shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.

(5) It is not a defense to a charge of hazing that:
   (a) The consent of the victim had been obtained;
   (b) The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
   (c) The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

(6) This section shall not be construed to preclude prosecution for a more general offense resulting from the same criminal transaction or episode.

(7) Public and nonpublic postsecondary educational institutions whose students receive state student financial assistance must adopt a written anti-hazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.

(8) Public and nonpublic postsecondary educational institutions must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the institution responsible for the sanctioning of such organizations.
   (a) Such penalties at community colleges and state universities may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal.
   (b) In the case of an organization at a community college or state university that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.
   (c) All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject.

(9) Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

(10) Upon approval of the anti-hazing policy of a community college or state university and of the rules and penalties adopted pursuant thereto, the institution shall provide a copy of such policy, rules, and penalties to each student enrolled in that institution and shall require the inclusion of such policy, rules, and penalties in the bylaws of every organization operating under the sanction of the institution.

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**Food Service and Catering on Campus**

Chartwells is the in-house food service company at Florida Atlantic University. Campuses that are occupied by Chartwells (Boca Raton and Jupiter) are required to use Chartwells for any catering. They will provide full food and beverage service for any type of party, banquet, or meeting. They are able to provide a wide variety
of services from informal coffee breaks and luncheons to large events, formal receptions, and dinners. Service includes, but is not limited to food, beverages, decorations, and floral arrangements. Chartwells is licensed by the Florida Liquor Control Board and MUST PROVIDE AND SERVE all alcoholic beverage within the facility. Due to state and local food and beverage laws and Florida Atlantic University policies, no food, beverage, or alcohol from outside sources may be brought on campus without expressed permission of the Food Service Contractor and the Director of the Student Union. (Please see Campus Catering Guide or http://www.fau.edu/events/catering/catering_guide.pdf for more information).

1. Steps in Planning Catering - Contact the FAU Catering Office at (561) 297-2788 or in person at the FAU Center Marketplace as soon as possible (at least two weeks prior to event). Office hours are 9:00am - 5:00pm, Monday through Friday. Menu selections may be limited if a three (3) day notice is not given. A special event form will be faxed to you once you have booked the event. Make note of any adjustments on the form, sign it, and fax it back to the Catering Office, (561) 297-2799, seventy-two (72) hours prior to the event.

2. Self Catering - For any food items brought into the facility which exceed these limits, a signed Dining Service Waiver Form (DSWF) must be obtained from the Campus Dining Service Director. For any events where food is donated by a vendor, a completed Event Donation Form (EDF), or a letter from the vendor on company letterhead must be submitted to the Reservations Manager. This form/letter must include a description of the donated items, a price of the donation, and be signed and dated by both the vendor's manager and the event sponsor.

3. Outside Catering - For any events where food is catered by an outside caterer, a completed Dining Service Waiver Form must be obtained from the Campus Dining Service Director. The following documents must be provided for all outside caterers:
   I. Proof of Insurance
      A. Proof of Workmen’s Compensation Insurance Coverage
      B. General Liability Insurance
      C. Manufacturers and Contractors Liability Coverage
   II. Health Department Documents
      A. Food Service Establishment Inspection Report and Health Department Permit (most current)
   III. Licenses
      A. Most current business license – State of Florida
      B. Department of Revenue – Sales and Use of Tax Division
      C. Appropriate business licenses from Local Government

4. No Frills Student Catering – No Frills Catering is designed to provide foodservice at a minimum cost for your convenience. All food items are prepared in bulk on disposable trays for carryout service only. Just call your order in and pick it up on the designated date and time. While we may be able to accommodate your needs on short notice, we request 48 hours notice to ensure that we will have your complete order. Please see http://www.fau.edu/events/catering/catering_guide.pdf for more information.

The sponsoring organization and/or individual will be held responsible for the equipment and its condition. Clean up is the responsibility of the sponsoring organization. Groups will be billed for any missing equipment or additional cleaning. Any organization that brings in food that exceeds the limits,
was not donated, or does not have prior approval, will be charged $25.00 and have reservation privileges suspended for a thirty (30) day period. For the second offense, there will be a $50.00 charge and reservation privileges suspended for one full semester. Student groups will also be turned over to Student Involvement & Leadership for further disciplinary procedures. Additionally, it is the responsibility of the sponsor to ensure that the room is cleaned at the end of all self-catered events. There will be a clean-up charge of $15.00 per hour if it is determined that additional cleaning is necessary.

5. The FAU Food Safety Program is designed to provide guidelines and rules to guard against food-borne illness, and to comply with applicable regulations:
   • Organizers must obtain an application from the website below for Temporary Food Service Events and complete all necessary information and submit to Environmental Health & Safety (EH&S) no later than 1 week prior to the event. After EH&S approves the food service event, a Temporary Food Service Permit will be issued to the event organizer/sponsor and must be available for review during the event.
   • Events needing approval from EH&S include events in which the public is being served. If the event is attended by only a certain group (i.e. English Department Faculty) and no outsiders attend, this would not need to register with our office. However, these private events must also follow food safety measures to guard against foodborne illness. Only events attended by people not members of a defined group must register. In addition, all events serving food in the breezeway must register with EH&S.
   • For information on the Food Safety Program including approved vendors and applications, go to: http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php.

6. Removal of Food - Due to health regulations and liability, any food not consumed during the event may not be removed from the serving location and remains the property of the University Dining Service.

7. Clean Up - The Catering Department will provide a courtesy clean up service provided the event is between 7:00 a.m. and 5:00 p.m. Monday - Friday. Functions must consist of 40 people or more. For events less than 40 people, late night, or scheduled weekend events a 15% fee will be attached to the catering invoice. Clean up of No Frills Student Catering is the responsibility of the sponsor. There will be a clean-up charge of $15.00 per hour if it is determined that additional cleaning is necessary.

8. Linen Service - Linen and table skirts are provided at an extra charge for all service tables and for all dining tables. However, if there is a request for linen on non-food service tables (such as registration tables or head tables) where food will not be served, there will be an additional charge of $15.00 for linen and $15.00 for skirting per table. Cloth napkins are $.50 per person. Specific colors are available at an additional cost. Please allow seven (7) days notice. Head tables or specific table sizes should be specified for the linen order.

You may request a food waiver for an event. This information can be found at the Business Services office in the Student Union, room 204.

Environmental Health and Safety
All FAU events on all campuses that involve food must comply with the Florida Administrative Code (FAC) 64E-11 on Food Hygiene and other pertinent regulations. These regulations were designed to prescribe practices and procedures to prevent foodborne illness. All clubs, groups, departments, students, etc. hosting
special events where food is served to the FAU or general public (where public is defined as anyone who is not a member of the club, group, or department, etc.) must complete the FAU Temporary Food Service Event Permit Application, which can be found at: http://wise.fau.edu/facilities/ehs/safety/Food-Safety-Program.php. The food safety training can be found at http://wise.fau.edu/divdept/envhs/Foodsafety/.

For more information, please visit http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php.

### Designated Public Forums

University grounds may generally be used for demonstrations, including all students, faculty, staff and all visitors to the University or any of its campuses, facilities or events. To read the full policy regarding Designated Public Forms, please visit http://fau.edu/policies/files/4.2.2_Designated_Public_Forens_Final_10-09_.pdf.

To reserve the Free Speech Area (Designated Public Forums), Registered Student Organizations (RSOs) can use the following form: http://www.fau.edu/studentunion/forms/lawn-use.php. The Free Speech area is open to all RSOs as well as outside organizations. RSOs may sponsor an outside organization to use this area.

### Movie/Copyrighted Material Policy

**What is Film and Video Piracy?**

Film and video piracy is the public performance of an unauthorized exhibition of pre-recorded videocassettes and DVD’s.

**What are “Public Performances”?**

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from a local video store and view the film at your home that night. Have you violated the copyright law? Probably not. But suppose you took the same video or DVD and showed it at a club, bar, or any other public event that you happen to manage. In this case, you have infringed the copyright. Simply put, videocassettes or DVDs obtained through a video store are not licenses for exhibition, Home video means just that: viewing of a movie at home by family or a close circle of friends.

**What the Law Says**

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches, and non-classroom used at schools (anything besides what is on the syllabus) and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charges, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

**Penalties for Copyright Infringement**
“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a $100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from $500 to $20,000 for illegal showing.

How to Obtain a Public Performance License

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films. Major firms that handle these licenses include:

Swank Motion Pictures, Inc. – 1-800-876-5577
Criterion Pictures USA, Inc. – (CPUSA) 1-800-890-9494 ext. 224

Some filmmakers and production companies will allow student organizations to show documentaries for free. You still need proof that you have the rights to show the film, so be sure to ask the filmmakers or production company for official notice of rights to public performance.

Copyright infringers are prosecuted. The MPAA and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. Lawsuits, for example, have been filed against cruise ships and bus companies for unauthorized on-board exhibitions. If you are uncertain about your responsibilities under the copyright law, contact the MPAA, firms that handle public performance licenses, or the studios directly. Avoid the possibility of punitive action!

Date/Service Auctions Guidelines

The Division of Student Affairs is responsible for providing programs, services and activities in an environment that contributes to students becoming socially responsible global citizens. Its goal is to provide quality campus life experiences that enhance the learning and development of all students. In reflecting on this goal we have determined that date and service auctions are inappropriate activities for student organizations at FAU. The following procedures have been prepared for those student organizations in the University community who are still considering hosting date or service auctions.

Racial Awareness: Date auctions have historical reminiscences of slave auctions. Slave auctions are realistic events in this country’s history. While this may not be the intent of date auctions today, they present human beings as property to be purchased. Regardless of the form of payment for a person or his/her services, an auction (often involving a bidding process) may devalue the person being auctioned. On a campus where inclusiveness is at the very fabric of our community, any activity promoting the purchase of a human being for services to another fails to promote a diverse, open, and accepting environment.

Gender Awareness: Furthering the mission of inclusiveness, respecting the rights of others is valued in our community. One of the underlying issues that often exist in date auctions is the idea of entitlement. Date rapes, sexual assaults or any other inappropriate acts may result from this assumption from both men and women. Purchasing a person’s services may promote "entitlement" in the person bidding. Date auctions can create disharmony within a community by disadvantaging participants.
Personal Safety: Date auctions involve a person spending time with another person. Often these persons are not familiar with the other person. This has the potential of resulting in hidden attractions or desires that may be inappropriate or pose harm. While this may be an extreme case scenario, the possibilities are real. Student organizations must consider such possibilities as well as potential liability implications when preparing to host a date auction.

Alternative Activities: Date auctions are often used as fundraising activities that support charitable organizations. The Division of Student Affairs recognizes these efforts as positive intentions that engage students in civic responsibility. However, student organizations are encouraged to choose among the many other creative and imaginative fundraising activities and programs that promote an inclusive and safe environment. These include book fairs, silent auctions (donated items), car wash, requesting donations, ad sales for program or ad booklets, or ticket sales for an event, etc.

Adapted from the Texas A&M University Statement on Date Auctions.

In preparation for hosting a date auction (i.e. exchanging services for money), you must complete the following steps in chronological order to have your event approved:

1. Read the section of the Student Organization Manual related to hosting a date/service auction.

2. Schedule a meeting with the Director of Student Involvement & Leadership to discuss the details of the event, including but not limited to the rationale and details for the event. Additionally, the student organization advisor must be present during the entire activity.

3. Complete the online Event Registration process through OwlCentral. The date/service auction is not approved until you receive an official email indicating Event Approval from the Student Union.

4. Each participant must sign the “Date Auction Participation Agreement”. All participants, including the people being bided upon and the people bidding, must sign this agreement. These forms should be submitted to Student Involvement & Leadership. The agreement forms are available in Student Involvement & Leadership.

5. Failure to follow policies and/or procedures can result in the loss of privileges and benefits of being a student organization and/or disciplinary actions including referral to the Associate Vice President and Dean of Students Office.

Commercial Solicitation

Objective:
To specify the methods and responsibilities for commercial solicitation at Florida Atlantic University.

Overview:
All soliciting done of the University premises must be approved by the Director or Assistant Director of Business Services, except certain approved activities sponsored by student organizations or university departments which are subject to the approval of Student Involvement & Leadership.

1. Commercial solicitation as used herein is the offering of goods and services for sale either by advertising or direct sale that result in financial gain to the salesperson, individual(s), or organization(s).
2. Activities referred to in this section are permitted only in the area of the Student Union, Traditions Plaza, and along the Breezeway on the Boca Raton campus. Any requests for exceptions to these locations should be submitted to Student Involvement & Leadership for university organizations and to the Office of Business Services for non university entities.

A. UNIVERSITY SOLICITOR’S PERMIT
1. All solicitors must have a University Solicitor’s Permit, except students representing student organizations.
2. All applicants for a permit must have in their possession verifiable personal and company or organization identification for all persons who will be engaged in the requested activity.
3. The University Solicitor’s Permit will contain the following information:
   a. Name of the company or organization.
   b. Names of individuals representing the company or organization on campus.
   c. Type of nature of approved Business.
   d. Location where permit is valid.
   e. Dates of issue and expiration of University Solicitor’s Permit.
4. Copies of the University’s Solicitor’s Permit are to be given to the individual responsible for the activity, who will ensure that each person engaged in soliciting has a copy. The original permit will be kept on file in the Business Services Office.

B. OBTAINING PERMITS
Permits are to be obtained from the Director or Assistant Director of Business Services at least seven (7) business days prior to the scheduling of the event. The issuance of permits will be governed by the benefits to be gained by the University community. Copies of the permits are to be carried by each individual whose names appear on the permit and are engaged in the activity and will be presented to any University official upon request. Any issued permit is subject to cancellation at any time it is deemed in the best interest of the University. In the event a permit is canceled, all copies of the permit are to be surrendered to the Director of Business Services and soliciting by permit holders will cease.

C. STUDENT ORGANIZATIONS
In recognition of the rights and freedom of student organizations at Florida Atlantic University, approved student groups are permitted to solicit for support or sell and distribute items as a project of that organization within the following limits and guidelines:

1. No item is sold or advertised that is offered for sale in, or that is in competition with, any University agency such as the Bookstore, Food Services, Office Services, or retail stores located on Florida Atlantic University campuses, without a University Permit granted by the Director of Business Services.
2. Sponsoring and participating organizations must register the activity and arrange for space with Student Involvement & Leadership.
3. Sponsoring and participating organizations must comply with any Student Involvement & Leadership policies or Student Government Statutes affecting fundraising projects.
4. Officers of any student organization sponsoring or participating in solicitations either on or off campus will assume full responsibility for adherence by participating students to all laws and regulations governing such activities.
D. VENDORS AND NON UNIVERSITY ENTITIES
Vendors other than recognized on campus vendors may request space on campus. Ten tables have been allocated daily, with the exception of recognized campus holidays and closures, along the Breezeway on the Boca Raton campus for vendors and non university entities. Requests are to be made through Business Services for space and all requests should have a Commercial Solicitation Permit Application attached. The designated spaces are on a first come, first serve basis. Requests will be reviewed and approved based on meeting all other guidelines set forth in this policy. Proof of insurance must accompany the request as well.

E. ITEMS FOR SALE
The University will not allow the selling of any items, including but not limited to guns and knives, which will pose a threat to the individual who made the purchase or to their surrounding environment. In the event this occurs, the solicitor will be asked to cease selling the particular item and if the vendor does not abide by the request, they will have to vacate the premises.

F. ADVERTISING MATERIALS
The posting or distribution of advertising materials will be limited to the permanent official bulletin boards of the University and according to policies set forth by Student Involvement & Leadership.

G. DOOR-TO-DOOR SOLICITATIONS
Under no circumstances will door-to-door solicitation be allowed in any university facility.

H. STATEMENT OF EQUITY
Nothing in this policy or its regulations is intended to infringe upon any constitutional or other legal rights regarding freedom of speech. This policy and regulations exist to ensure the privacy, safety, educational, and work environment of campus occupants. Application of this policy and regulations will be neither arbitrary nor capricious, nor shall they be based on the political content of the solicitation. All constitutionally protected speech will be permitted within the reasonable time, place, and manner parameters of this policy and regulations.

If your student organization is planning to bring entertainment to campus (i.e. DJ, musician, speaker, comedian, lecturer, etc.), please visit Student Involvement & Leadership on your campus for information and support at least 4 weeks in advance of the event/program. All student organizations are required to use a FAU approved Contract for Performance Agreement for these types of events. No student, student organization or student organization advisor can sign contracts on behalf of FAU.

The following information will need to be provided to SIL to create a contract for your student organization.

Name of student organization: ____________________________________________________________

Contact person for organization: _______________________________________________________

Contact phone number and email: _______________________________________________________

Contracts
Artist/Performer: ____________________________________________________________

Check Made Payable to (Payee): ______________________________________________

**Payee Contact Information**

Name: ___________________________________________ Phone number: ______________________

Address: __________________________________________________________________________

**Program/Event Information**

Program/Event: _________________________________________________________________________

Date of Program/Event: ___________________________ Time of Program/Event: _________________

Program/Event Location: __________________________________________________________________

Length of Performance: _________________________________________________________________

Artist/Performer to Arrive by (Time): _____________________________________________________

Total Compensation: _____________________________________________________________________

Social Security # (for individuals): ______________________________________________________

Tax ID # (for agencies): _______________________________________________________________

**American Disabilities Act (ADA)**

Florida Atlantic University is dedicated to providing an environment free from discrimination, protecting the rights and dignity of potential and current employees, students, and visitors regardless of disability status. FAU works to ensure that individuals with disabilities are treated fairly and equal to individuals without disabilities in all University activities including, but not limited to, employment, academia, services, benefits, social events, student organizations, activities, and research on any of FAU’s campuses.

Florida Atlantic University complies with all federal, state, and local laws and guidelines that provide individuals with disabilities protection, including, but is not limited to: the Rehabilitation Act of 1973, as amended through 1998, the Americans with Disabilities Act of 1990, as amended, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992, and the Florida Educational Equity Act which require that otherwise qualified individuals may not, on the basis of disability, be denied access to, participation in, or the benefits of any program or activity operated by the University. It is further the policy of the University to enable individuals with disabilities to participate as independently as possible, facilitating enhancement of campus life and enrichment of the University community as a whole. People with disabilities must be full members of the educational community. FAU recognizes that traditional methods, programs, and services may not accommodate the needs of some individuals with disabilities. It is important to keep in mind that each person’s situation is unique and must be evaluated on a case-by-case basis. Discrimination against a qualified individual with a disability, in any form, undermines the mission and values of the University, negatively affects the
careers, education and experiences of the entire FAU community, and will not be tolerated. Each member of the University community has the responsibility to ensure that this policy is enacted in their daily practice.

**What Student Organizations Need to Know**

The Americans with Disabilities Act requires that we provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities. FAU requires all student organizations to provide access to all programs they coordinate or present. If you are planning a program, choose a location that is physically accessible.

If you receive a request for a hearing accommodation, Student Involvement & Leadership can arrange for American Sign Language interpreter services and will provide funding for those services. There is no fee for SG funded student organizations; non-SG funded student organizations are responsible and will be billed for the payment of interpreters. Visit the Student Involvement & Leadership office on your campus to arrange interpreters for your meetings or events.

To comply with the American Disabilities Act (ADA) Policy, student organization publications (flyers, posters, newsletters, banners, handbooks announcing events, etc.) targeting FAU students, staff, faculty, alumni, and the public must include the following statement:

*If you need a reasonable accommodation to fully participate in this event please contact [person] at [phone number and e-mail address] or TTY Relay Station 1-800-955-8770. Please make your needs known as soon as possible to allow sufficient time for effective accommodations, preferably by [insert day of week and date of 4 business days prior to the event].*

If this statement is not on flyers brought to the Student Union, the flyers will not be approved and stamped.
Financial Information

Student Government Funding Opportunities

Activity and Service Fees (A&S) are fees included in each student’s tuition payment. A&S fees are used to fund the Student Union, Recreation & Fitness Center, student programming, student organizations, Student Government, and a variety of other student support entities. A&S fees are allocated and monitored by students elected to FAU’s Student Government. The Council of Student Organizations (COSO) is responsible for allocating funding to student organizations through (1) the Annual Budgeting Process and (2) Contingency Funding (New Student Organization Funding and Emergency Funding).

All registered student organizations go through the annual budgeting process to receive funding for the next academic year. Annual Budget packets are available in Mid-November and are typically due in the beginning of the Spring semester. Detailed instructions will be sent when the Annual Budget packet becomes available.

Any club that is formed after the Annual Budget deadline is eligible for New Organization Funding. New Organization Funding requests are due two business days before the bi-weekly COSO Funding Meetings with all justification attached. Meeting dates are established at the beginning of every semester, contingent on the schedules of the COSO Executive Board.

For New Organization Funding, the organization requesting funds must attend the Council’s Funding Meeting in order to be allocated funds. The organization requesting funds shall be granted time to make a statement to the Executive Board and answer any questions the Executive Board deems necessary. The Executive Board will then proceed to vote on an amount to allocate the organization. The maximum amount that can be allocated for New Organization Funding is $500 per organization per semester.

Student Government’s Council of Student Organizations Funding:

Funding Policies

- 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.
  - 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.
  - 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.

- COSO Funding and Expense Policies:
  - 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.

- The following policies are rules and restrictions for COSO allocations as well as student organization expenses.
  - **Rules and Restrictions**—COSO CANNOT Fund for:
    - Food/refreshments for general meetings (any regular business meeting/non-event)
    - Cash awards, scholarships, or gift card
    - Alcohol or weapons
    - Political campaigns (this does not pertain to elections within your organization)
    - Personal items (i.e. office supplies for personal use)
    - A fundraiser. You cannot use your COSO money for ANY part of a fundraising event.
    - Services/materials (flyers, posters, buttons, etc.) already covered by the Club House.
    - Equipment already provided through the Club House (karaoke machine, projector, radio, shade tents, digital camera, etc.)
    - Student specific personalized items (i.e. business cards, jerseys)
    - 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.
    - All forms for club expenditure must be submitted to the Student Government Accounting and Budget Office no later than **April 19**. If the date of April 19 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 April 19.
    - Funds that are not used by the April 19 deadline will be re-allocated to the COSO contingency account.
  - **COSO Funding Limitations**:
    - No more than $9 per student organization t-shirt (this does include screen, service or any additional cost of fees). The total cost of invoice for t-shirts should NOT be more than $9 per shirt.
    - No more than $16 per student organization polo (this does not include screen/service fees).
    - No more than $900 for performers (this includes speakers, coaches, bands, trainers, etc.). The $900 limit is for the total expense per academic year. If the costs of a performer exceed this amount, you may co-sponsor with another student organization or fundraise the difference in costs.
      - The FSLP Council will adhere to this limitation but will be allowed to multiply the $900 cap by 6 as they represent 6 independent councils totaling to approximately 35 separate organizations. Therefore, the FSLP Council can utilize up to $5400 on speaker fees in the 2012-2013 fiscal year.
    - Allocations for equipment requests are heard on a case by case basis and it 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 or another location on campus and approved by COSO. COSO Storage Lockers may be requested in the COSO Club House.
    - All COSO funds are solely for current FAU students (not including faculty or alumni).
Funding Procedures

- Funding Opportunities: The COSO Executive Board is responsible for allocating funds through 1. Annual Budgeting, and 2. Contingency Funding (New Student Organization Funding, and Emergency Funding). When submitting a COSO funding request, the Councils evaluate the requests based on the following:
  - Price Justification (invoice or price quote from the vendor)
  - Detail on allocation request form
  - Thoroughness of planning
  - Number of FAU students benefitting from request
  - Alternative sources of funding and actions taken to support self-funding
  - Success/impact of previous events
  - Overall benefits of previously allocated funds
  - Amount, frequency and nature of prior requests
  - The duplication of another organization’s program or service
  - History of organization
  - Disciplinary action/organization misconduct

- Annual Budget Procedure
  - All registered student organizations must go through the annual budgeting process in order to receive funding for the next academic year.
  - Annual Budget packets are available in Mid-November and can be located online at www.fau.edu/sil/forms.
  - Every registered student organization who applies for funds through annual budgeting and meets all deadlines will be guaranteed at least $250 (regardless of request).
  - The maximum increase in dollar amount (regardless of request) that can be allocated through the annual budget process is a 10% increase from either the previous year or the year before that, whichever is greater.
  - The maximum dollar amount (regardless of request) that can be allocated through the annual budgeting process is $10,000.
    - A student organization is NOT eligible for this maximum unless they have been consistently registered for more than three academic years.
  - 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 to the COSO Director, which will then be either approved or denied by the COSO Executive Board by a majority vote (50% +1).
  - Any submissions after the 48 hour grace period will not be accepted.

- New Organization Funding Request Procedure-Council Specific
  - Any club that is officially recognized as a student organization after the Annual Budget deadline is eligible for New Organization Funding.
  - New Organization Funding requests are due two business days before the COSO Funding Meeting with all justification attached.
  - Each organization requesting funds must attend the COSO Funding Meeting in order to be allocated funds.
  - The organization requesting funds shall be granted time to make a statement to the Executive Board and answer any questions the Executive Board deems necessary.
  - The Executive Board will then proceed to vote on an amount to allocate the organization.
  - If the request has been tabled for more than two meetings, it is automatically tabled indefinitely.
The maximum amount (regardless of request or council) that can be allocated for New Organization Funding is $500 per organization per semester. This $500 amount can be obtained via separate requests within the semester.

- Emergency Funding Procedure-Council Specific
  - Emergency funding is defined as monies allocated for circumstances that are beyond the scope and/or control of the registered 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.
  - Organizations that are registered after the Annual Budgeting Process are not eligible for Emergency Funding.
  - Emergency Funding requests are due two business days before the Funding Meeting with all justification attached.
  - Each organization requesting funds must attend the Funding Meeting in order to be allocated funds.
  - The organization requesting funds shall be granted time to make a statement to the Executive Board, and answer any questions the Executive Board deems necessary.
  - The Executive Board will then proceed to vote on an amount to allocate the organization.
  - If the request has been tabled for more than two meetings, it is automatically tabled indefinitely.
  - The maximum amount (regardless of request) that can be allocated for registered organizations through emergency funding is $1000 per organization per semester. This $1000 amount can be obtained via separate requests within the semester.

Travel
COSO cannot allocate any funds for student travel (including day travel, out of state travel, registration fees for an event off campus, etc.). To apply for travel funding, refer to the Travel Policies and Procedures found at [http://www.fau.edu/sg/sgtravel.php](http://www.fau.edu/sg/sgtravel.php).

Recommended Guidelines for Financial Management

Student Involvement & Leadership recommends the following guidelines to assist Registered Student Organizations (RSOs) in their financial management and budgeting practices:

1. The Treasurer should handle all key financial duties and transactions such as deposits, withdrawals, and account balance sheets. However, an additional officer should work closely with the Treasurer to understand the organization’s financial operations.

2. The Treasurer and the President should have signature authority for the organization’s off-campus self-generating bank account and all checks should require two signatures.

3. The Treasurer should provide budget information on a regular basis (i.e. at least once per month) to the organization’s general body of members. Executive Board members should know the organization’s financial position in detail. Other members should have a general knowledge of the organization’s finances.

5. Accounting measures should be as accurate as possible and available upon request to any organizational member.

7. The Treasurer should use the mailing address and mailbox provided by Student Involvement & Leadership. This ensures that all mail, despite changes in leadership, gets delivered to the same address.
Fundraising for Student Organizations

Fundraising is a great way for student organizations to raise money for their organization or for charity. Additionally, fundraising can help inform the community about your organization and its purpose.

A successful student organization fundraiser will typically:

- Appeal to a large, broad audience.
- Perform a needed service or meet a need.
- Be well-publicized through various media.
- Bring the organization and the community together.
- Encourage people to interact.
- Capitalize on the talents of your organization.

FAU Registered Student Organizations (RSO) may engage in fundraising activities under certain circumstances. Any proceeds of these fundraising activities must be donated to an IRS qualified organization (such as a Section 501(c)(3) charitable organization) or used for the activities and projects of the RSO itself, in furtherance of its goals and objectives. ALL fundraising activities by an RSO on or off campus are subject to the following guidelines:

**General Fundraising Guidelines:**

1) All RSO’s wanting to fundraise must obtain approval from both their advisor and the Director of Student Involvement & Leadership. This approval process is accomplished through the online Event Registration submission process through OwlCentral. RSOs may conduct fundraising activities only when approval has been granted through the online Event Registration process.

2) RSO’s may not solicit tax deductible donations or issue gift receipts to donors for the deduction of such donations. Contributions are deductible only when made to IRS qualified organizations, and most (if not all) RSOs have not applied to the IRS to become a qualified organization.

3) All fundraising activities that involve the exchange of money must have the RSO advisor in attendance.

4) All fundraising activities and merchandise sales that are part of such fundraising activities must conform to University regulations and policies and Florida and Palm Beach county ordinances and laws. For example, raffles are restricted by state law (see Florida Statute, Section 849.0935), and date/service auctions are limited by University policy (see Guidelines for Date/Service Auctions). Additionally, the following activities are not permitted on FAU’s campuses: Bake sales, car or electronic bashes, eating/drinking contests, raffles or gambling.

5) Sales of merchandise that are part of fundraising activities on FAU campuses may not conflict with or violate University contracts with existing campus vendors. RSOs may not use A&S fees to fundraise for the benefit of their organization or any charitable organization. All RSO’s wanting to hold a fundraiser that requires any financial expenditure must have sufficient non-A&S funds to cover these expenses.
6) Monies raised and/or collected from RSO fundraising activities must be deposited into the appropriate RSO off campus bank account within 72 business hours after completion of the fundraising activity. Any checks received as part of the fundraising activity may only be made out to the RSO or the charitable organization for which the fundraiser is held.

7) No fundraising activities will be allowed for the financial gain of individual(s) outside of the common or charitable interests of the RSO or the charitable organization for which the fundraiser is held.

8) The RSO must use a 2-part revenue/receipt book when collecting funds for the sale of merchandise (a 2-part receipt book will be provided by Student Involvement & Leadership). A receipt should be written, with a copy given to the purchaser of the merchandise and a copy kept by the RSO. The receipts should be kept on file by the treasurer of the RSO for a minimum of four (4) years for auditing purposes.

9) The RSO must have a collection box or bank bag with a lock on site to store the collected funds.

10) At the location of the fundraiser, the RSO must post in a visible location the fundraising disclaimer (see below).

Disclaimer: This fundraising event, and any organizations involved, do not represent Florida Atlantic University, its interests, or its opinions or indicate FAU’s endorsement or support of either the fundraising organization or the charitable organization for which the fundraiser is held. Florida Atlantic University has provided no direct financial assistance for this fundraising event nor will Florida Atlantic University receive any funds from this fundraising event. Monies donated are collected and distributed solely at the discretion of the fundraising organization or the charitable organization for which this fundraiser is intended. Florida Atlantic University is not responsible for overseeing, receiving or distributing funds collected.

11) It shall be the responsibility of the RSO to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.

12) Any RSO hosting a fundraising activity for the benefit of FAU must comply with FAU Policy 9.1 (University Gift Solicitation and Acceptance). Any funds donated to FAU must be coordinated with and handled directly by the FAU Foundation.

13) Violation by an RSO of any University regulation, policy, rule, or procedure while conducting the fundraising activity may result in a loss of RSO privileges or other measures deemed appropriate.

Additional Guidelines Specifically for Fundraising Events by RSOs to Benefit a Charitable Organization

1) The charitable organization must be an IRS qualified organization (such as a Section 501(c)(3) charitable organization).

2) At the location of the fundraiser, the RSO must have a representative of the charitable organization present and/or pamphlets and literature available about the charitable organization.
3) Within 30 days of the end of the fundraising activity, verification of receipt of funds collected by the RSO for the charitable organization must be made to Student Involvement & Leadership. Verification may include one of the following:
   a) A copy of the check or money order made out to the charitable organization, or
   b) A letter from the charitable organization thanking the RSO for the donation, with the total amount donated listed.

IDEAS FOR FUNDRAISING

Membership Dues

Student organization may charge dues of their members. It’s important to remember this may be a great means to raise money, but also potentially prohibit some students being involved in your student organization because of the cost associated.

Donations

Fundraising by soliciting donations, whether in the form of cash or merchandise, or by selling merchandise or services, is a powerful way to raise large amounts of money for important programs or events. Different ways to solicit donations are (a) person-to-person requests, (b) phone calls, and (c) mail solicitation. All of these provide great opportunities to educate others about the importance of your program and gain financial support. Remember that providing detailed information is important. Be prepared to answer all kinds of questions about your program, including how the money will be used and who else is participating. Many businesses wishing to make donations may ask for a tax-exempt number. Most RSO’s are not tax exempt unless your organization has specifically applied for tax exemption from the IRS. RSO’s cannot use the FAU tax exemption number for the purposes of obtaining donations. Additionally, RSO’s may not issue gift receipts for donors making tax deductible donations. Your RSO must be registered by Student Involvement & Leadership, and your fundraising event must be approved before you begin asking for donations.

Other Ideas

Fundraising events or activities are designed to increase the visibility of your group and encourage individuals to make contributions. They can also be a fun opportunity for members to take the lead on a project. Consider holding a car wash, used book sale, rummage sale, penny voting, silent auctions, etc. Fundraisers are easy to plan and most people have participated in at least one of these events in the past. In addition to the contributions you receive, these events provide great publicity for your RSO. Fundraisers can build awareness for your programs and forge strong community contacts.

Co-Sponsorship

RSOs have the opportunity to co-sponsor a fundraising program. Co-sponsorship combines the resources of two or more existing organizations, and generally benefits all co-sponsoring organizations. RSOs that co-sponsor a program are encouraged to create a Co-Sponsorship Agreement in which all event planning responsibilities are distributed and put in writing.

Successful co-sponsorship programs consist of the following:

- A written proposal early in the planning stages that combines the resources of two or more groups to carry out a successful program or service.
• Participation and input by all co-sponsoring organizations in the planning, marketing, and execution of the event. Requests for monetary contributions for co-sponsorships do not always create a sense of ownership on the part of the organizations and may discourage groups from assisting financially or otherwise in the future.
• A written agreement outlining which organization will carry out specific parts of a program or service. Written agreements should list the time and date of the program, the agreed-upon responsibilities of all co-sponsoring parties, and the signatures of all co-sponsoring parties. This agreement should provide all the necessary details in order for all groups to contribute to the success of the program or service.
• All co-sponsoring organizations or departments should be recognized in advertising and promotional campaigns before, during, and after the event.

To learn more about co-sponsorship and fundraising opportunities, contact Student Involvement & Leadership.

Self-Generating Funds Accounts/Off-Campus Bank Accounts

Self-Generating Funds Accounts/Off-Campus Bank Accounts
Registered student organizations (RSOs) are able to open an off-campus bank account for self-generated funds. This account is primarily used for money your RSO raises through fundraising and membership dues.

Off-campus bank accounts are a great option for RSOs wishing to make small and quick payments and purchases from self-generated sources. However, it is the responsibility of your organization to keep track of the account. Bank Atlantic, our on-campus banking provider, is willing to work with your organization, but you may choose any bank that you would like. It is important to understand that SIL has absolutely no jurisdiction over, or involvement with, off-campus bank accounts and will not get involved in matters concerning off-campus bank accounts. It is up to your student organization to monitor these funds and their proper use. NO ACTIVITY & SERVICE FEES CAN BE DEPOSITED INTO THIS ACCOUNT.

In the event that a RSO decides to open an off-campus bank account, the following requirements apply:
• The RSO is required to obtain an EIN/Tax ID number from the IRS
• The bank account must have two signatories
• The bank account name cannot include “Florida Atlantic University”
• Update information with the bank when officers or advisors change

Information about a Tax ID or Employer Identification Number (EIN)

What is a Tax ID or EIN?
A tax ID is like a social security number for your student organization. The purpose of this number is to make your student organization responsible for taxes on revenue that the student organization has earned. This number is unique to your student organization’s legal name and should be kept confidential, unless requested on a W-9 tax form from an entity you are doing business with.

Why should my student organization have one?
At Florida Atlantic University, acquiring a tax ID number is an essential component to opening an off-campus bank account for your student organization. Student organizations are not permitted to use the University's
tax ID number; therefore, organizations must apply for their own unique number. Often times organizations are in situations that require a Federal tax ID number (i.e. opening an organizational bank account, conducting off-campus fundraisers, renting facilities, receiving/accepting donations, receiving payments, etc.).

**How do I apply for a tax ID number or an EIN?**

Any student organization that will raise money and, therefore, spend money, will need to maintain proper financial accounts for the group. The organization should file Form SS-4 with the IRS via telephone. Any financial accounts created or maintained for the organization should be managed under this number.

**Process for applying for a Tax ID or Employer Identification Number (EIN)**


2. **Complete the Application Form SS-4.**

   Completing this form will be useful as a guide when you call in to apply for your student organization’s EIN. Please make sure to note the following:

   * **Line 1:** List your student organization’s name. You CANNOT use “FAU” or “Florida Atlantic University” in the name for the EIN.
   * **Line 4a:** List address as 777 Glades Rd Student Union Rm 203
   * **Line 7a:** List name of Advisor, President or Treasurer (your choice, but can only be 1 person)
   * **Line 7b:** List Social Security number of person listed in Line 7a. Also, the responsible party applying for your student organization’s EIN will also be required to disclose their date of birth when applying for EIN over the telephone.
   * **Line 9a:** Check Other nonprofit organization (specify) student organization at university
   * **Line 10:** Check Banking purpose (specify purpose) Open Bank Account
   * **Third Party Designee:** n/a

3. **Apply for EIN with the Toll-Free Telephone Service**

   Taxpayers can obtain an EIN immediately by calling the Business & Specialty Tax Line at (800) 829-4933. The hours of operation are 7:00 a.m. - 10:00 p.m. local time, Monday through Friday. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone.

4. **If the student organization Advisor, President or Treasurer listed as the responsible party upon Form SS-4 changes, please write a formal notification to the IRS.** This notification letter will need to state the new responsible party’s name, social security number and date of birth, as well as the date that this change is effective. Please mail this notification letter to the following location:

   Department of the Treasury
   Internal Revenue Service Center
   Ogden, UT 84291-0023

Please stop by the Student Involvement & Leadership Office located within the Student Union, Room 203 or call us at (561) 297-3735 with any further questions.
Tax Exempt Status - Just because your Student Organization has a Tax ID, does not make your Student Organization is Tax Exempt! Most student organizations believe that because they are essentially nonprofit and are comprised of students, they are automatically exempt from having to pay taxes. This is incorrect in most cases. There are two types of tax-exemption in which RSOs typically have an interest: income tax (through the IRS) and sales tax (through the State of Florida). Related to federal income tax is the tax-deductible donation, which is of interest to RSOs that desire to raise funds from sponsors. For more information on state sales and federal income taxes, see www.getinvolveducf.com/osi/studentorgs.

Travel Funding and Policies

FAU Student Government (SG) provides many services to the student body through the use of A&S fees, and travel awards are just one way SG allocates these fees to promote students’ educational and professional development. Travel awards are available to registered students, both graduate and undergraduate, and Registered Student Organizations (RSOs). Through an application process, RSOs are able to receive funds to supplement the out-of-pocket costs of traveling to professional conferences, organizational meetings, trainings, competitions, and educational experiences. RSOs receiving this funding in the past have represented FAU around the world presenting research at international conferences, attending exclusive training or educational programs in specialty fields, and receiving honors and awards at various clubs/ sport competition.

Before you can join this prestigious group of traveling Owls, you must complete paperwork to initiate the application process. Instructions for both graduate and undergraduate students are available at http://www.fau.edu/sg/services/student_travel/index.php. We encourage you to read and review the travel policy, checklist and forms before submitting your application to make your experiences as easy and informed as possible! We also have provided some "travel tips" for you below.

Tips to Know Before You Go:

- The application process can be overwhelming for first time travelers. Feel free to ask Student Government or Student Involvement & Leadership any questions you may have.
- Applications are due 4-5 weeks in advance of travel – NO EXCEPTIONS. It may seem like a long time, but we want to make sure that we have everything ready for your departure, and that you have plenty of time to finalize your plans before you go.
- Please include any reservations you have made with your application. If you haven’t made reservations yet, don’t worry. Just include a price quote for the dates you are traveling.
- If you have been accepted to speak or present at a conference, or are competing in an event, please provide documentation showing that you are a presenter or are registered to compete so that you can be considered for the award amounts available for presenting or competing travelers.
- If you will be driving to your destination, rent a car from AVIS. There is a discounted rate for FAU students. If you need something larger than a car, let us know and we can give you some advice.
- Expenses for driving your personal car to your destination are ineligible for reimbursement (this means gas!). Renting a car from AVIS will allow you to cover your fuel expenses.
- Check your receipts to make sure they show what you paid for and how you paid for it (cash, check, credit card, online payment, etc.).
- You can only be reimbursed for expenses paid by you, out of pocket, related to travel. Expenses paid by your advisor, department, spouse, parent or other third party are not eligible for reimbursement.

For more information about Student Travel, visit http://www.fau.edu/sg/services/student_travel/index.php.
Leadership in Your Student Organization

Consultation Appointment
Student Involvement & Leadership is available to provide consultation to your organization. We can assist you with leadership skills training, understanding group dynamics, and conflict mediation. Contact the Student Involvement & Leadership staff at (561) 297-3735 to make an appointment for a consultation session.

What It Means To Be a Member
Being in a student organization can offer many advantages if you are willing to put time and effort into the experience. As a student organization member, you have an opportunity to make friends, work with students from various backgrounds and in different fields of study, gain experience in leadership and in community activity, and serve the University. An organization member’s responsibility to the group can be best summed up in the member’s Code of Conduct:

As a member of a student organization I will:
- Accept membership only when I feel I have the time and energy to do the job well.
- Attend meetings regularly, and when this is impossible, strive to catch up on what I have missed.
- Seek to understand the job assignment of the group, interpret it to others, and work to complete it in the allocated time.
- Participate in the deliberations with preparedness and objectivity.
- Share the time of discussion with other members and stick with the topic at hand.
- Listen and seek to understand and utilize the ideas of other group members.
- Evaluate my contribution to the group and encourage the group as a whole to evaluate its work.

What It Means To Be a Leader
Being the leader of a student organization is not an easy task. As a leader you will have the opportunity to provide direction for the group. Depending upon your personal characteristics and capabilities, this could be a very natural role, or it could be challenging for you to develop into that role. Most new leaders of student organizations have misconceptions and fears.

Listed below are a few of the more common leadership misconceptions:

- The President/Vice President/Secretary/Treasurer should know all the answers.
- You must do everything right.
- Doubting if you can really do the job.
- Doubting if you have the skills for your leadership position.
- What if you don’t meet the group’s expectations?
- What are they expecting of you?

If you are having these thoughts or fears, don’t let them take over. Being President or another student leader position does not mean, “You have to know all the answers.” Utilize the resources around you. Don’t be afraid to ask questions—ignorance is NOT bliss. Find out explicitly what your job is, and then plot a course of action towards meeting your responsibilities. Have confidence in your skills and abilities. If you have areas that
need some improvement, take advantage of the opportunities that will assist in enhancing/developing the necessary skills.

Before plunging into the position of President or another student leader position within your organization, take some time to think and get organized. Here are some necessary questions to ask yourself:

- Have you thought of the responsibilities that go with being the President/Student Leader of your student organization?
- How do you go about plotting a course of action, (i.e. goals and strategies) to make sure you are fulfilling the organization’s purpose?
- What is the purpose of the organization?
- Have you read the organization’s constitution and by-laws?
- Have you discussed your role as President/Student Leader with your advisor?
- Are you asking questions when necessary and are you utilizing campus resources?

Characteristics of Leadership

A leader within a student organization:

- Has faith in people and wants to work with them.
- Has poise and confidence.
- Carefully pre-plans meetings to make sure they run smoothly.
- Shows interest and alertness by his/her own attitude, mind, body, and expression.
- Is democratic in dealing with members.
- Is fair and impartial—doesn’t take sides when he/she is presiding.
- Is patient, optimistic, and gives credit for work done.
- Is sensitive to the individual and recognizes individual differences.
- Acts as a helper, umpire, and moderator so that all members are encouraged to share in the work of the organization.
- Shows a sense of humor to relieve the tension of a serious meeting.
- Realizes that it is their responsibility to serve their organization as a leader and to let others share group responsibility.
- Believes in the organization and has a sincere desire to do the best of his/her abilities.
- Wants to be a team member.
- Fosters membership growth through delegation, keeping in mind this statement: "Delegation increases involvement… involvement increases loyalty… loyalty increases commitment."


Ethical Practice of Organization Leaders and Members

Ethical practice is imperative in the professional and personal conduct of student organizations and their members. As a member of a Registered Student Organization (RSO) at Florida Atlantic University, you are expected to exemplify the principles of honesty and integrity. As a member of the University community, you will be expected to uphold University policies and procedures, always acting in good faith when conducting your organizational business. Further, you are expected not to misrepresent the mission, purpose or goals of your organization. By upholding a high standard of conduct for your organization, you will garner a positive
reputation of your RSO, and student organizations in general, and continue to be recognized as a student organization in good standing with and of great value to the University.

### Vision and Goal Setting

Creating the vision and goals is not strictly the responsibility of the leader, but requires teamwork and input from the members within your organization. By taking the time at the beginning of the year to plan, you will ensure that your organization is active and effectively reaching its goals and objectives. A vision is a big picture view of what your student organization can become. It is bigger than the immediate goals, projects, activities and people. It is the purpose for which your organization exists and usually does not change from year to year. Often this is the first statement in your constitution.

Think about these questions:

- What is the ideal for our organization?
- What do we want our organization to be remembered for?
- What few goals are most important to our organization?

After thinking about these questions with your members, you can establish a purpose or vision to be the overarching guide for your student organization. Developing a vision is hard work, but it can be extremely useful in focusing your organization’s efforts throughout the year and beyond.

Goals are statements which describe what your organization wishes to accomplish. The goals should flow from your vision. Goals should be short-term and change from year to year and should be measurable. As an organization, you will want to decide the goals for the year together. This is important so that everyone feels invested in the organization and the process. Sharing this work will help you as you seek to delegate tasks and responsibilities later. For setting goals you should:

- Involve all members in the process of setting goals and objectives. This will encourage greater commitment, clearer understanding and better goals.
- Set realistic goals which can be attained in a year.
- Clearly define your goals and objectives. If you cannot put it into words on paper, it is not clear.
- Set measurable goals. How will you determine success?

Once you have participated in setting goals, you will need to develop objectives. Objectives are the details of what is specifically to be done to accomplish the goals. They are clear, measurable tasks, which have timelines.

### Developing a Good Relationship with Your Advisor

All student organizations are required to have a full time faculty or staff advisor employed by Florida Atlantic University. If you currently have an advisor, but would like to switch advisors, we recommend that you first inform your current advisor of your desire for a new advisor; once a new advisor has been identified, please notify Student Involvement & Leadership.

The faculty/staff member of a student organization is often confronted by the question of what sort of role he/she should take. There is no clear cut answer to this question. Here are some basic concepts that may help:

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The nature of the faculty/staff club advisor interaction with the group will be determined by the type of needs the group has. If the group is new and has inexperienced leadership, the advisor may institute a direct approach. This role is also determined by the personality of the advisor and the expectations of the group. In some cases, the advisors have very dominant personalities and when working with a group, it may be difficult for them to play a passive role. On the other hand, the group may expect the advisor to play a very specific role for the organization. In either case, extreme care will have to be taken to minimize conflict between the advisor and the students.

Before committing to an advisor, have a prospective faculty advisor meet with your group on several occasions. The students can get to know the faculty/staff member and he/she can make observations about the appropriate style of advisement that should be used. After several meetings, the advisor and the student organization's executives can meet to discuss the observations of the advisor and the expectations of the group for their advisor.

Tips for Maintaining a Good Relationship with Your Advisor:

1. Keep the advisor informed of meetings and activities.
2. Set a meeting time that is convenient for both the members and the advisor. If this is not possible, ask the advisor if he/she could make it to one general meeting a month and see if you can set up a weekly or bi-weekly meeting for the officers and advisor to keep each other informed.
3. Sit down with your advisor and talk about proposed activities. Let him/her know what he/she can help you with. Do not wait until the last minute before going to talk with your advisor.
4. Do things in a timely manner; do not expect your advisor to be able to drop everything to help you with a last minute request. Do not ask the advisor to do work that you should do for yourself.
5. Keep in mind that your advisor volunteered for this position because he/she wanted to help you. Advisors do not get paid for their time. Keeping them informed and saying “thank you” for their help goes a long way in keeping a good advisor for your organization.
6. Be honest.
7. Encourage advisors to attend advisor roundtables, workshops and other leadership opportunities with you and the members of your organization.

Running Effective Meetings

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun.

Before the Meeting

- Define the purpose of the meeting. A meeting without a purpose is like a class without an instructor. The purpose is the reason why people come to the meetings. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
• Develop an agenda.
• Choose an appropriate meeting time. Set a limit and stick to it.
• Distribute the agenda and any other materials before the meeting so members can be prepared.
• The location of the meeting is very important. Choose a location that is easy for members to find. Keep in mind that many students do not have their own means of transportation, so it is a good idea to stay on or close to campus. Be sure to select a location that will accommodate the size of your organization. Take time to check out the room prior to your meeting to ensure that the space is appropriate.
• Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week.

**During the Meeting**

• Greet members to make them feel welcome and be sure to introduce any new members.
• Start on time. End on time. Follow the agenda.
• Encourage discussion so you get different ideas and viewpoints. Remember the organization belongs to all members. When members see their ideas have an impact on the decision-making process, their commitment to the organization increases.
• Keep the discussion on topic and moving towards an eventual decision.
• Keep minutes of the meeting for future reference in case a question or problem arises.
• The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
• Set a date and time for the next meeting.

**After the Meeting**

• Write and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting.
  o There are many benefits to keeping meeting minutes:
    ▪ Official records of an organization
    ▪ Valuable review of the activities of the past
    ▪ Aids in report writing and formulation of future activities and programs
    ▪ Helps with follow-up on organization actions and committee assignments
    ▪ Helps in formulating the agenda for the next meeting
    ▪ Informs members who could not attend a meeting with information
• Discuss problems that may have surfaced during the meeting so that improvements can be made.
• Follow up on delegated tasks and put unfinished business on the agenda for the next meeting.
• Most importantly, give recognition and appreciation to the members for excellent and timely progress!


### Member Recruitment

People are the most important ingredient of any organization. Recruiting quality people is a difficult task. Yet, it is an on-going responsibility that should be done throughout the year and not restricted to a designated time period. The continued existence of your organization depends on the recruitment of quality people. Students stay with organized, dynamic student organizations that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving
its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members, and all members of the group should understand thoroughly the organization's goals and objectives.

**Why Students Join Organizations**
- For growth and experience
- To have fun
- To make friends
- Guidance, leadership, and scholarship
- Practical experience
- A sense of belonging
- Fulfill their needs

**Why Students Decline to Join Student Organizations**
- Student organizations do not present an opportunity for further advancement, development, or achievement.
- Student organizations do not fulfill time needs.
- Student organization leadership is unorganized.
- Student organization is not productive and is not organized.
- Individuals are unaware of the organization’s existence.
- Individuals are not asked to join the organization.
- Individuals think they are too busy to commit to the organization.
- Individuals fear they may not be successful in the organization.

**Suggestions to Assist with Member Recruitment**
- Plan events and make people aware of them. People will join a group that is active.
- Invite potential members to see the organization at work–business meetings, social functions, etc. Let them see the real you!
- Send letters or emails to individuals—a personal invitation to a meeting or social function can go a long way in making someone feel important.
- Be knowledgeable about your organization so that you can answer any questions that a potential member may ask.
- Maintain a good image. If your organization’s present image is not what it should be, work hard to clean it up.

**Officer Transition**

**Officer Transition**
The key to a successful transition is new officer orientation. Outgoing officers and advisors should plan either several orientation workshops or an organizational training retreat to provide information to the incoming officers to continue the success of the organization.

**Topic to Discuss at Transition Meetings**
- Historical perspectives of the organization
- Constitution and by-laws
• Policies and procedures
• Officers job descriptions’ / background information
• Meeting minutes, historical records
• Previous years’ goals, projects, and activities
• Preview years’ budget
• Financial records
• Suggested changes
• Roles and responsibilities
• Resources of contact lists of important people
• Roles and expectations of officers and advisor for the coming year
• Leadership/skill-building sessions: These can be facilitated by advisors, outgoing officers, or outside resources and may include: delegation, recruitment ideas, communication, etc.
• Closure
• Always ask for feedback and questions
• Passwords, Copy Codes, email address information, etc.

Other Helpful Hints:

Money
Treasurers and presidents will need to meet with the new officers to change over bank information – especially permission for the new signers if your organization has an off campus bank account, PIN numbers, records of budget and finances, and checks. As officer transition occurs please share the information listed below with your new student organization officers.

• Self-Generated Funds Account/Off-Campus Bank Account (money rolls over year to year)
  o Account Number, Account Balance, How to spend money from this Account, Inform new officer that money in this account rolls over each academic year.
• COSO Account Information (money does not roll over to the next academic year)
  o Account Number, Account Balance, How to spend money from this account, Inform new officer that money in this account rolls over each academic year.
• New student organization officers are also encouraged to review the Student Organization Manual section, Financial Matters of Student Organizations: Student Government Council of Student Organization Funding.

Officer Duties
New officers sometimes don’t know where to begin. Encourage your officers to create a quick to do list for the new officers, including advice and suggestions. It is also a good idea to pass along manuals, folders, and documents that were used, both electronic and hard copy.

Contact Sheet
Collect names, email addresses, and phone numbers of new and old officers so the executive board can continue to communicate over the summer to help with forwarding of information.

Important Dates
Be sure to let your new officers know of important dates and deadlines.