

## COSO New Student Organization Advisor Agreement

The Committee on Student Organizations (COSO) is dedicated to advocating for student organizations and their members. The students on this selective committee are responsible for approving new student organizations; registering existing student organizations on a yearly basis; providing, developing, and improving services and resources for student organizations; enforcing policies and procedures related to student organizations; coordinating Canefest and the Spring Involvement Fair; and coordinating the end of the year Student Organization Achievement and Recognition (SOAR) Awards Ceremony.

### On behalf of The Committee on Student Organizations,

The COSO executive board would like to first thank you for your interest in becoming an advisor for a new student organization. The Department of Student Activities & Student Organizations appreciates the time and thoughtfulness each advisor contributes to their organization(s), and is here to support advisors should any questions arise.

### Eligibility

At the University of Miami, all student organizations are required to have a **full-time faculty or staff member as an advisor**. Graduate students are not eligible to become sole advisors to an organization, and the advisor cannot be on leave of absence or sabbatical from the university. Student organizations are permitted to have up two (2) advisors for each organization; however, one must be chosen as the main contact for SAFAC, Workday, and all financial purposes. No advisor may advise more than five (5) organizations unless specifically required by their job description.

By signing below, I hereby acknowledge that I am a full-time faculty or staff at the University of Miami.

Advisor Name \_\_\_\_\_

Position and Department \_\_\_\_\_

Proposed Organization Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### New Student Organization Process – Roles and Responsibilities

The New Student Organization Process is the formal processing procedure every interested student organization must undergo in order to be an official COSO recognized organization. As the potential advisor, you will be responsible for working alongside the proposed officers of the student organization to ensure all requirements are met to move on to the next stage of the process. The steps outlined below provide the suggested timeline for each new student organization process. While this is the projected timeline, it is not a guarantee that there will be a specific timeframe, as the process can become lengthier if there are any denials/appeals at any stage of the process. A student organization is not officially approved and active until they receive an approval letter from their COSO delegate acknowledging their completion of the New Student Organization process in its entirety.

- The New Student Organization Interest Packet, found on COSO's Engage portal, must be reviewed and submitted prior to the deadline listed on the form. ● The submitted Interest Packet will be reviewed by the COSO Committee to consider whether the organization will have the opportunity come in for a Pitch Presentation.
- If the Interest Packet is approved, the COSO Secretary will contact the organization with two available dates of which to schedule a Pitch Presentation. ● After being contacted by the Secretary, the organization will have **72 hours (or 3 days)** from when the email was sent to respond with a preferred pitch time and date. If the organization does not respond by the 72-hour deadline, their opportunity to pitch will be at the discretion of COSO.
- If the pitch is approved, a COSO delegate is assigned to the organization and assists the group in finalizing a constitution, which is then approved by the full COSO committee. The New Student Organization will have until the **following Sunday at 11:59pm** to submit their COSO Constitution draft to their assigned COSO Delegate.
- Once the Constitution is approved, the organization will have **no more than two weeks** to complete the New Student Organization Orientations.
  - The treasurer will need to complete the SAFAC Orientation with a SAFAC liaison.
  - **The advisor must complete the Advisor Orientation through the Department of Student Activities and Student Organizations Engage portal.** ○ The president will need to meet with their COSO delegate for the COSO Orientation and to set up the organization's Engage portal.
- Once all the previous stages have been completed, the student organization will be formally recognized by COSO. This will initiate the process to open the financial accounts for the organization and enable them to begin making space reservation requests.
- If a student organization is denied twice at any stage during the process or fails

to meet a deadline, they will be subsequently denied for the academic year and will not be able to pitch and/or appeal until the **two semesters**.

- o For example, if you apply in the fall and are denied twice, your organization would need to wait until the next fall semester to reapply. If you apply in the spring semester and are denied twice, your organization would need to wait until the next spring semester to reapply.

By signing below, I hereby agree to act as the advisor and acknowledge that I understand my role and responsibilities to support the student organization throughout the New Student Organization Process.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Maintaining a Student Organization – Roles and Responsibilities**

In the case that the proposed student organization is approved and becomes an official COSO recognized organization, the advisor will be responsible for the following:

- Advisors should have access to the university-maintained financial records of their respective organizations. These records should be periodically reviewed with the organization treasurer, and potential problems should be identified as soon as possible.
  - Advisors access the organization's financial records through Workday.
  - Advisors should include their contact information as part of the organization's re-registration process each spring, and should meet with the student leaders completing the forms to ensure accuracy and completion of the form, the incoming positions, constitution, and overall goal setting.
- Advisors are required to attend elections as either a moderator or witness to the proceedings, and should help ensure that the group is following the established procedures outlined in the organization's constitution.
- Advisors wishing to terminate their role with a particular organization should contact the COSO advisor, Mercy Lavado at [m.lavado@miami.edu](mailto:m.lavado@miami.edu).

By signing below, I hereby agree to act as the advisor and acknowledge that I understand my role and responsibilities to support the student organization throughout each academic year they are active.

Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing below, I hereby acknowledge that I have completely read and fully understand the University of Miami Committee on Student Organizations Guidelines.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Workday

A crucial part of your role as an Advisor involves the financial aspect of the organization, which is done through Workday (workday.miami.edu). The following are common tasks completed through Workday:

- Review, edit, and approve/deny student **ad-hoc reimbursements** in Workday in a timely manner
- Create a **purchase order** (PO) in Workday and submit the corresponding invoice to Accounts Payable in order to pay a supplier or third party for goods or services (t-shirts, catering, promotional items, etc.)
- Submit a **new supplier request** in Workday when the supplier/performer/speaker/third party needing to be paid is not already in the Workday system
- Submit a **supplier invoice** (check request) in Workday to pay a supplier/performer/speaker/ third party for one-time performance fees, honoraria, charitable contributions, etc.
- Provide the organization's treasurer with their **account balances** and review the accounts for discrepancies

By signing below, I hereby acknowledge that I understand my role and responsibilities listed above and agree to support the student organization by completing these tasks in a timely manner.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Advisor Resources

The Department of Student Activities and Student Organizations strives to provide direction and support for all student organization advisors through its various resources. Being an integral part of student organization's success, we are invested in continuing to gain a greater understanding of the resources we currently provide advisors with and opportunities to expand our offerings to better serve you and your organization(s). Currently, Student Activities and Student Organizations is available to support your efforts throughout the year, with various resources such as the Advisor Workshop Series and Advisor Listserv. If you have any questions about your organization, please do not hesitate to contact us.

### Advisor Workshops

Learn about common topics that challenge organizations as well as to develop a community of advisors to exchange best practices at the Advisor Workshop Series. Offered once a month over the lunch hour, topics address the various elements

involved in ensuring the success and sustainability of all student organizations including risk and liability, budgeting and finances, transitioning organization leadership and trends in college student mental health. You will receive invitations to these workshops via Listserv email.

### **Workday**

The Department of Student Activities & Student Organizations is available to provide resources, guidance, and answer questions regarding Workday and student financial accounts. Resources can be found at [miami.edu/saso](http://miami.edu/saso) under the "Advisors" tab to assist with further questions you may have.

### **Advisor Listserv**

All Advisors are automatically included as a part of the Student Organization Advisor Listserv. This list is used to share resources and opportunities that advisors should be aware of regarding student organizations throughout the year.

### **SASO Staff**

- Overall Advisor Support – Mercy Lavado
  - [m.lavado@miami.edu](mailto:m.lavado@miami.edu)
- Financial Support – email [saso@miami.edu](mailto:saso@miami.edu)

By signing below, I hereby acknowledge that I have completely read and fully understand the Advisor Resources.

Signature \_\_\_\_\_ Date \_\_\_\_\_