COSO Guidelines 2018 - 2019

C.O.S.O.
Committee on Student Organizations

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Background

Committee on Student Organizations (COSO)

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.

Student Organizations and Categories

A student organization is defined as a group of currently enrolled University of Miami undergraduate students who unite to promote a common interest. Student organizations are placed into one of the following categories based upon their members' interests and goals. This is done to foster communication between organizations that may share similar philosophical underpinnings and to assist interested students in locating and finding a suitable student organization for their needs. The categories include:

Academic/Honorary/Professional: A student organization with the stated objective of providing an opportunity for individuals to discuss and share information related to a specific academic discipline, topic or interest. These student organizations provide opportunities to get to know other students in one's academic discipline as well as faculty members inside and outside of the classroom. Members will be exposed to opportunities for networking and leadership development.

Club Sports: Competitive sports clubs are generally characterized by their participation in a league or conference and their affiliation with a regional or national governing body. Non-competitive sports clubs also exist, which provide members with a chance to engage in a favorite athletic activity with peers. Club Sport categorization requires that the organization be a part of the Federation of Club Sports, which has a separate approval process. *For more information regarding Sports Clubs and the Federation of Club Sports, please visit Campus Recreation's website.*

Communities: Social organizations are organizations with the purpose of uniting students with common interest for a social purpose.

Community Outreach and Social Change: A student organization registered under this category places special emphasis on benefiting the community through education and awareness of social issues, as well as stewardship, service learning, and/or active community service. In addition, these student organizations place emphasis on personal growth, leadership, and building lifelong friendships.

Fraternity & Sorority Life: Sororities and fraternities are formed with a commitment to leadership, diversity, community, and service. These organizations design and implement programs, events, and activities which support and enrich the goals of UM's educational mission. Social Sororities and Fraternities are registered through the Dean of Student's Office, and are not COSO groups.

Health & Wellness: Wellness organizations serve to connect students with similar interests embodying wellness. Many of these organizations assist with bettering the student body through programming, advocacy, and opportunities for educating others around health issues.

Media & Publications: These organizations work to produce media and publications for their fellow students at UM.

Multicultural and Identity-Based: A student organization that is culturally based seeks to fulfill UM's mission to promote all forms of diversity and understanding. As with all campus student organizations, cultural organizations do not limit membership to any cultural group, and welcome all to learn in a safe and encouraging multicultural environment. These clubs typically hold regular events displaying culture and serve as a point of information for others who seek to understand different cultures.

Programming Boards: Programming Boards are large student organizations that organize programming and entertainment for on-campus students. These include COSO, SAFAC and the Homecoming Executive Committee.

Religious & Spiritual: A registered faith-based organization serves as a haven for students who share similar worldviews and ideologies, or who are exploring new facets of faith and spirituality. Activities typical of faith-based student organizations include fellowship, spreading awareness of their worldview, and acting as a point of reference for students interested in learning more about their faith. Faith based organizations do not limit their membership to any particular faith or ideological belief, and welcome all students.

Student Organization Benefits

Student organizations registered with COSO are permitted to:

- Promote themselves at COSO events such as Canefest, the Spring Involvement Fair, and Rumble on the Green;
- Apply for annual awards through the Student Organization Awards and Recognition program;
- Reserve meeting/event space in the Student Center Complex (Whitten University Center and Shalala Student Center) and use designated equipment (A/V, tables, etc.) at no charge;
- Access OrgSync and maintain an organization portal;
- Apply for office and/or storage space in the Student Center Complex through the Student Center Complex Advisory Council's application process;
- Request SAFAC funding in accordance with stated SAFAC policies and procedures;
- Utilize University accounts to manage organization finances;
- Advertise programs and events on the digital signage located throughout the Shalala Student Center Complex;
- Gain access to resources and workshops provided by COSO and the Student Activities and Student Organization (SASO) office; and
- Receive advertising discounts in The Miami Hurricane newspaper.

Student Organization Guidelines

The guidelines included in this document are meant to give new and existing student organizations a clear understanding of COSO's processes, requirements, and expectations. These guidelines are meant to serve as a framework for student organizations seeking to become COSO-approved and existing student organizations.

Creating a New Student Organization

General Timeline for the New Student Organization 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 their approval letter from their COSO delegate and create their financial account.

- The New Student Organization Interest Packet, found on COSO's OrgSync, must be reviewed and submitted prior to the deadline listed on the form.
- The COSO executive board will review the packet and consider whether the organization will have the opportunity to come in and pitch to the rest of the Committee.
- If the packet is approved, the COSO Secretary will contact the student leader and provide two dates to select from to come in to pitch to COSO.
- The organization will have one week to respond with their preferred pitch date. Failure to respond will forfeit the organization's opportunity to pitch.
- If the pitch is approved, the organization will have two weeks to work with their assigned COSO delegate to complete the organization's constitution.
- Once the constitution is approved, the organization will have two weeks to complete the New Student Organization Orientation with their assigned COSO delegate.
- Once all the previous stages have been completed, the student organization will be formally recognized by COSO. The new student organization must then reach out to the Student Activities and Student Organizations (SASO) Financial Analyst to create their financial accounts.
- If a student organization is denied twice at any stage during the process, they will be subsequently denied for the academic year and will not be able to pitch and/or appeal until the following academic year.
    - 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.

Eligibility

In order to create a new student organization, the following criteria must be met:

- Students who are interested in starting a new student organization should review the New Student Organization Interest packet on COSO's OrgSync portal.
- A roster of 25 prospective undergraduate members with full names, C numbers, emails, and signatures must be uploaded to the New Student Organization Interest Packet on OrgSync. Advisors, COSO delegates, and SAFAC delegates will not count towards the 25 undergraduate member requirement. The roster template can be found in the New Student Organization Interest packet.
- New organizations must not duplicate the guiding principles/purpose of an existing organization and must fill a need on campus not already met by an existing organization.
- New organizations must have a plan for sustainability and longevity including long term goals beyond the timeline of founding or existing members at the University. Organizations may not be formed around issues that are inherently short-term; for example, organizations to support a specific political candidate in an election or a one-time event.
- Adhere to the University of Miami's policies specified within the Student Organization Handbook and the Student Rights and Responsibilities Handbook.
- New organizations must remain active on campus throughout the academic year. Active status includes but is not limited to: holding meetings, tabling and promoting the organization, recruiting and electing members, and executing programs and events.
- All organizations are required to have a full-time faculty or staff member as an advisor. Graduate students are not eligible to become advisors to an organization, and the advisor cannot be on leave of absence or sabbatical from the university.
- Membership shall be open to all University of Miami students in good academic standing, who have paid their Student Activity Fee. Organizations shall not discriminate on the basis of race, color, sexual orientation, religion, national origin, age, physical abilities, marital status, veteran status, gender identity, gender expression, political affiliation, religious affiliation or any other discriminatory factor, real or perceived, in any of its policies, procedures, or practices.

- Organizations must not infringe on the safety, health, and welfare of the University community and the order of campus operations, must be compliant with stated policies, procedures, and laws as well as the University of Miami Student Organization Handbook and the Student Rights and Responsibilities Handbook.
- Student organizations must be comprised of at least 75% undergraduate members.
- Graduate Students are ineligible to start any organizations or to be on the executive boards of COSO registered organizations. If graduate students are seeking to start organizations, they may contact the Graduate Student Association.
- Student organizations that are affiliated with national organizations or on-campus departments/organizations must present a letter from the national/on-campus organization dictating the approved affiliation between the two parties.

OrgSync Packet

Students interested in creating a new student organization are required to complete the New Student Organization Interest Packet located on COSO's OrgSync portal. Non-seniors (i.e. students graduating within the academic semester) and students who have completed at least one semester at UM are eligible to complete the new student organization process. First year students, including transfer students, are ineligible to submit a new student organization interest packet during their first semester. The packet must include information about the prospective undergraduate president, treasurer, a third executive board position of your choosing, and full-time advisor. Neither the president nor the treasurer of the prospective organization may be seniors graduating within the academic semester or first semester students. In addition, the packet includes the New Student Organization Member Roster Form, which must be filled out and uploaded. The organization will also need to select a category, but will have the opportunity to change their category if they choose to identify differently in the future. The packet includes questions about the student organization's mission, purpose, proposed calendar of events, and how they will serve a specific need on campus that is not being already met.

Once submitted, the packet will be reviewed by the COSO executive board and a decision will be emailed to the proposed president. If approved to move forward in the process, the organization will have the opportunity to pitch to the entire committee. Organizations that are not approved to move forward by the executive board shall have the right to appeal the decision.

Pitches

If the new student organization interest packet is approved by COSO, the student organization will have the opportunity to come in to "pitch" or present to COSO. This will allow the student(s) an opportunity to describe to the committee the student organization they wish to create and answer any of the committee's questions.

- Only two (2) undergraduate students may present to COSO during a "pitch." The group's advisor is not permitted to be present. No PowerPoint presentations can be used, however, the student(s) may bring a handout to pass out to the committee. Student organizations will have three (3) minutes to pitch to the committee followed by five (5) minutes of questions presented by the committee. Student organizations are encouraged to discuss the following topics:
    - Description and purpose of the organization;
    - How the organization differs from existing organizations on campus;
    - Events, activities, and meetings the organization plans on hosting; and
    - Any other relevant information they would like to share with the committee.
- The student organization is only able to pitch twice throughout the entire new student organization process.
- If pitch is approved:

    - The next step in the process is for the student organization to develop a constitution. A representative of the new student organization will have two weeks following the pitch approval email to discuss the creation of the organization constitution with their COSO delegate.
    - Failure to submit the constitution to the assigned COSO delegate by the two week deadline will result in the organization forfeiting their ability to become an organization. The organization must wait until the following semester to submit a New Student Organization Interest packet and restart the process, including pitching again.

- If pitch is sidelined:
    - An organization may be sidelined if the committee deems the information presented during a pitch as insufficient or unclear.
    - An organization can re-pitch within and no later than two weeks of the first pitch. The organization representative must respond to the COSO Secretary's email to select a pitch date and time.
    - Failure to re-pitch within two weeks will result in the organization will result in the organization forfeiting their ability to become an organization. The student organization must wait until the following semester to submit a New Student Organization Interest packet and restart the process, including pitching again.
    - If an organization pitches for the first time and gets sidelined, then pitches a second time and the committee votes to deny the second pitch, an appeal may be submitted. The committee will vote based solely on the submitted appeal and a third pitch will not be granted.
- If pitch is denied:
    - See appeals section.

Constitution

The student organization constitution is meant to be each organization's own set of guidelines where they specify what their guiding principles and objectives are, which aids in a student organization's longevity and organization.

- Immediately following the pitch approval, the assigned COSO delegate to the new student organization will email the new student organization representative with the constitution template which must be completed within two weeks of receiving the approval email.
- The drafted constitution will then be presented by the new student organization COSO delegate to the committee for discussion and feedback. Once the review is finalized, the committee will vote on the constitution.
- The delegate will then convey comments, suggestions, or questions to the organization in the email with their constitution decision.
- If constitution is approved:
    - The organization representative must meet with the assigned COSO delegate to complete the student organization orientation which will review policies, procedures, and benefits. During this meeting, each organization will be given access to an OrgSync portal and will receive an official approval letter. This must be completed within two weeks of the constitution approval.
    - The approval letter is required for student organizations to create financial accounts with the Student Activity Fee Allocation Committee (SAFAC).
    - If the president and treasurer fail to meet with their assigned COSO delegate within two weeks, this will result in the organization's termination of the new student organization process. The organization must wait until the following semester to submit a New Student Organization Interest packet and restart the process, including pitching again.

- If constitution is sidelined:
    - A constitution may be sidelined if the committee deems the information included as insufficient, unclear, or not representative of the organization that was pitched.
    - The student organization must address committee concerns and feedback, update their constitution, and submit a revised constitution to their COSO delegate within two weeks.
    - If the president and treasurer fail to meet with their assigned COSO delegated within two weeks, this will result in the organization's termination of the new student organization process. The organization must wait until the following semester to submit a New Student Organization Interest packet and restart the process, including pitching again.
    - The constitution will then be reviewed and voted upon by COSO.
- If constitution is denied:
    - See appeals section.

Orientation Process

Following the constitution approval, both the president and the treasurer of the new student organization are required to attend a New Student Organization Orientation session with the assigned COSO delegate.

- An organization must go through an orientation led by the assigned COSO delegate before becoming recognized officially by COSO. This orientation will focus on the benefits of COSO recognition, the basics of OrgSync, the creation of financial accounts, and the requirements to remain an active organization.
- During this meeting, the COSO delegate will create an OrgSync portal for the new student organization and will give the president and treasurer administrative access.
    - The OrgSync portal must be filled out and fully completed within two weeks. This includes updating the profile section in its entirety, including contact information for the president, treasurer, and advisor, uploading an approved constitution, and updating the "People" section.
- During this meeting, the president and treasurer will receive an Approval Letter for the new student organization, which certifies that they are an official COSO approved organization.
- To finalize the process, it is the advisor's responsibility to meet with the SAFAC Advisor and SASO Financial Analyst, Kelly Hui k.hui@miami.edu, to create the organization's financial accounts.

Affiliations & Umbrella Organizations

- Student organizations may affiliate with outside organizations. Student organizations that are affiliated with established, national organizations must present a letter from the national organization dictating the approved affiliation between the two parties.
- Organizations may affiliate themselves with umbrella organizations at the University of Miami. Examples of such umbrella organizations include: Council of International Students and Organizations and Federation of Club Sports. New Student Organizations must present a letter from the umbrella organization dictating the approved affiliation between the two parties.
- To start an umbrella organization, an organization must have minimum of (5) affiliating COSO recognized organizations underneath them. If at any point the umbrella organization has fewer than five (5) affiliated COSO recognized organizations, the umbrella organization will be automatically deactivated.
- The Executive Board of the newly formed umbrella organization and the president and treasurer of each affiliated organization must sign the New Umbrella Organization Form.
- Organizations under an umbrella organization should meet with the umbrella organization at least once each semester.
- Umbrella organizations may place requirements upon their affiliated organizations.

- Student organizations that wish to affiliate with an umbrella organization must provide meeting minutes reflecting unanimous consent from the organization's executive board; the president, treasurer, and advisor must sign a copy of the minutes, which must then be submitted to COSO.
- New organizations that fit under an umbrella organization can meet with the umbrella organization before or after becoming a new organization. The affiliation process is separate from COSO's new student organization process.
- Organizations may disaffiliate themselves at any time throughout the year. The student organization must provide meeting minutes reflecting unanimous consent from the organization's executive board; the president, treasurer, and advisor must sign a copy of the minutes, which must then be submitted to COSO.

Appeals

If a student organization is sidelined or denied at any of the following stages, they may have the opportunity to complete an appeal.

- Interest packet:
  - If a new student organization interest packet that has been reviewed by COSO is denied, then the new student organization may submit an appeal form. This interest packet appeal form can only be submitted once per semester.
  - The COSO executive board will review the appeal and determine whether the new student organization may be granted the opportunity to pitch to the committee.
- Pitch Sidelined:
  - If the new student organization pitch is originally sidelined and then the second pitch is denied, the new student organization may submit an appeal form.
  - The new student organization will not be granted a third pitch, but instead, the new student organization's appeal form will be reviewed by the committee.
- Pitch Denied:
  - If a new student organization's first pitch is denied, the new student organization may submit a pitch appeal form once per academic year.
  - If the pitch appeal form is approved, the organization will be granted their second and final pitch for the academic year.
- Constitution:
  - Constitutions may be denied if they do not match with what the organization originally pitched to COSO.
  - If the new student organization constitution is denied, the assigned delegate will email the organization's president, who will be given the option to either change the constitution or terminate the new student organization process.
- Organizations that wish to appeal the new organization packet or the pitch presentation must submit the "Student Organization Appeal Form" on OrgSync by the Friday following their denial.
- If an organization is denied twice at any stage of the new organization process, they will be denied for the semester and therefore, will not be able to pitch and/or appeal until the following academic year.
  - 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.

Maintaining an Existing Student Organization

To be considered an organization in good standing and registered with COSO, student organizations must adhere to all University of Miami policies and regulations, as well as meet the requirements established by COSO. Failure to follow any of the guidelines, requirements, or other information outlined in this document

could result in an organization's deactivation at the discretion of COSO. All financial questions should be referred to the Student Activity Fee Allocation Committee (SAFAC) at safac@miami.edu.

Student Organization Leadership Development Summit (SOLD)

The Student Organization Leadership Development Summit (SOLD) is a one-day mandatory leadership conference for presidents. This leadership experience focuses on providing space for student leaders, both new and experienced alike, to gain the tools and knowledge needed to successfully lead others, connect and collaborate with peers, and maximize their leadership impact on campus.

- For an organization to stay in good standing, the president must attend SOLD at the beginning of the fall semester. In the case that the student organization president cannot attend, they must email the COSO Chair (coso_chair@miami.edu) with the name of the executive board member that can attend in their place prior to the start of the event.
- All absences will be reviewed by COSO on a case by case basis. Excusing the absence is up to COSO's discretion.
- An organization that fails to attend the Student Organization Leadership Development Summit without having notified COSO before the event, does not provide sufficient proof of an emergency, or misses two educational sessions, will be deactivated as an organization for the remainder of the semester. See Deactivations.

Re-Registration

Every active student organization must re-register during the spring semester, at a date decided and communicated by COSO, in order to be recognized by COSO for the following academic year. There will only be two periods of re-registration, one in the spring which is mandatory for all student organizations, and one in the fall that is optional for organizations that failed to re-register in the spring.

- To re-register, student organizations must complete the following:
    - Update OrgSync "Profile" section with new executive board members and advisor information.
    - Update the "People" section on OrgSync to remove all graduating students or students that are no longer part of the organization.
    - Verify that their constitution has been updated within the last three (3) years. Constitutions that were last revised over three (3) years ago will not be accepted, and will cause the organization's re-registration request to be denied.
- Failure to re-register during the spring designated period will render the organization as inactive for the academic year.
    - If a new executive board has not been elected prior to or during the active re-registration period, an organization can submit their current executive board information by the re-registration deadline. Once the new executive board has been elected, they must submit the updated information on OrgSync.
- Student organizations that fail to re-register during the spring must wait until fall re-registration to become active for the following spring semester.
- Student organizations that fail to re-register in the spring will not be permitted to participate in Canefest.

OrgSync

The Department of Student Activities & Student Organizations maintains an online database of active student organizations on campus. Throughout the academic year, student leaders are required to use the database to complete a number of required processes. To log onto OrgSync, visit http://miami.edu/OrgSync and enter your Cane ID and password. Once logged in, the information visible to the user is determined by their memberships and administrative rights. The database allows student

leaders to store files, post photos, and share news articles with members and the greater University of Miami community. Organization email addresses, listservs, text message lists, and surveys can also be created. For more information on how to navigate OrgSync, contact a COSO delegate or the Department of Student Activities & Student Organizations.

- An organization must maintain an active portal on OrgSync. The profile must be kept up to date and maintained by the organization's leaders.
- The OrgSync portal and profile must include the organization's current executive board members, especially the president, treasurer, and advisor.
- The organization should make sure to remove all graduating students or students that are no longer part of the organization from the OrgSync portal and people section.
- Student organizations are required to include contact information, meeting times and locations, and a description of the organization in the OrgSync portal.
    - To update information on the portal, organizations must click on the wrench icon in the upper right hand, select "Organization Settings" and click "Update and Renew Profile." They will then submit the new leadership information and SASO will review the submission for approval.
- Organizations must maintain an updated membership roster on OrgSync in the people section. Graduate students, SAFAC delegates, and COSO delegates do not count towards the 25 member minimum requirement.

Name Changes

Student organizations may request a name change if they want to change the name of their organization to better suit their mission, or if their respective national organization has changed their name.

- Student organizations must fill out the Organization Name Change Form on the COSO OrgSync Portal, found under the forms tab.
- Active members must be given at least a two-week notice prior to the vote of the name change. There must be a majority vote count (50% or higher) during the organization's general body meeting in which 2/3 of active members are present. Meeting minutes reflecting majority consent to change the name must be provided. The president, treasurer, and advisor must sign a copy of minutes, and upload them to the Organization Name Change Form on OrgSync.
- The name change must be approved by the COSO executive board. If approved, a revised constitution reflecting the change must be submitted to the Organization Constitution Change form on OrgSync and uploaded to the organization's portal.
- An organization cannot function with an unapproved name change. Group's operating under unofficial names may be deactivated at the discretion of COSO.

Guiding Principles

Student organizations cannot change the guiding principles of their organization or in their constitutions to deviate from the original mission or purpose of the organization that was originally pitched to and approved by COSO. Student organizations must adhere to the guiding principles included in their constitutions.

- To make any changes to the guiding principles on the student organization's constitution, student organizations must fill out the Organization Constitution Change Form on the COSO OrgSync Portal, found under the forms tab.

Conflict of Interest

A conflict of interest is when an individual or student organization has personal, professional, or public interests that may inappropriately influence and affect their decisions. Conflicts of interest should be avoided. COSO is fully committed to maintaining objectivity and upholding the highest ethical standards in

a manner that assures the integrity of student organizations. Student Organizations should promote decision-making and behaviors that are appropriate and align with the functions of their organization. If avoiding the conflict is not possible, the organization must inform COSO. COSO will have final discretion after reviewing conflicts of interests on a case by case basis.

Elections

- Student organizations are required to follow the election guidelines specified in their constitution. Student organizations may change their elections process at any point, but must but submit their constitutional changes on the Organization Constitution Change form on OrgSync for review and approval.
- Student organizations must use ethical and appropriate procedures in electing executive boards. COSO can be present at any election, upon the request of any organization member.
- Any allegations against an organization concerning elections will be investigated by the COSO executive board and its advisor.
- COSO reserves the right to be present at any election of a student organization.

Constitution

Student organizations must have a constitution has been updated within the last three (3) years, and must abide by its regulations and requirements. To make any constitutional changes, student organizations must fill out the Organization Constitution Change Form on the COSO OrgSync Portal, found under the forms tab.

- Constitutions will be checked during the annual re-registration process in the spring. Any changes from the subsequent year must be highlighted and the constitution must be dated for the upcoming academic year.
- Student organizations may not make drastic changes to an organization's guiding principles, which deviate from the organization's original mission and purpose. The approval or denial of these changes will be made at the discretion of COSO. See guiding principles section.
- It is the student organization's responsibility to update its constitution with any changes made to the organization, its functionalities, and activities.

Leadership Changes

Student organizations may change their leadership throughout the year by updating their OrgSync portal and profile. Leadership changes not reflected on their OrgSync will not be accepted. Student organizations must abide by their constitution and election process when replacing vacant leadership positions. COSO will investigate discrepancies with the election process. Student organization leaders are responsible for ensuring proper and successful leadership transitions between executive board positions. Incoming and outgoing boards are expected to review pertinent and relevant information including COSO's policies, that affect the operational success of the student organization.

Executive Board

The Executive board must meet the requirements, expectations, and responsibilities set forth in the organization's constitution. Executive board and leadership positions may only be filled by undergraduate students. A student organization must have at least one president and one treasurer. The president and the treasurer cannot be the same person.

Deactivations

Deactivated student organizations are organizations that are no longer COSO-approved or recognized. Deactivated organizations lose all the privileges afforded to COSO-approved student organizations, including but not limited to:

- Requesting or using SAFAC/non-SAFAC funds and accounts;
- Reserving meeting, event, and storage/office space in University classrooms and the Student Center Complex (Whitten University Center and Shalala Student Center) and use of designated equipment (A/V, tables, etc.) at no charge;
- Attending and participating in COSO events (such as Canefest and the SOAR Awards).
- Utilizing any of COSO's or Student Activities and Student Organizations' (SASO) advertising resources;
- Requesting or registering official University travel; and
- Accessing and owning an OrgSync portal and all other OrgSync resources.

Organizations may be deactivated for the following reasons:

- Failure to attend the Student Organization Leadership Development Summit (SOLD);
- Failure to complete re-registration during the Spring semester;
- Failure to have a full-time advisor;
- Violations of the Student Rights and Responsibilities Handbook;
- Violations of the Student Organization Handbook;
- Misuse of SAFAC or other organization funds;
- Misuse of university spaces;
- Failure to meet established COSO guidelines; and/or
- Any other reasons at the discretion of COSO. Umbrella organizations will be deactivated if they have fewer than five (5) separate student organizations that fall under them.

Choosing to Deactivate a Student Organization

- Organizations may voluntarily deactivate an organization at any time. Active members must be given at least a two-week notice prior to the vote of the deactivation. There must be a majority vote count (50% or higher) during the organization's general body meeting in which 2/3 of active members are present. The president, treasurer, and advisor must sign a copy of minutes, and email them to the COSO chair (coso_chair@miami.edu).

Reactivations

Students are able to re-activate an organization that has been inactive between one (1) and three (3) years.

- To reactivate an organization, students must fill out the Organization Reactivation form on OrgSync.
- Student organizations that want to be reactivated must fill out the Organization Reactivation form on COSO' OrgSync and include the organization's updated constitution within the form.
- Student organizations may not make drastic changes to the organization's guiding principles, which deviate from the organization's original mission and purpose.
- The approval or denial of any changes will be made at the discretion of COSO.
- Student organization reactivations will only be considered during the fall and spring semesters.
- Student organizations cannot submit a reactivation if they have been deactivated within a year for reasons such as but not limited to: lack of attendance at SOLD or failing to complete spring reregistration.
    - EXAMPLE: If a student organization failed to complete spring reregistration, they can only complete a reactivation form the following spring. They CANNOT reactivate in the fall semester.

Student organizations that have been inactive for more than three (3) years must submit a new student organization interest packet, pitch to COSO, and be approved to be reactivated.

Advisors

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 fifteen (15) organizations unless specifically required by their job description.
- 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.
- Advisors are required to attend elections as either a moderator or witness to the proceedings, and should help ensure that the group is following their established procedures outline din the organization's constitution.
- Advisors wishing to terminate their role with a particular organization shod contact the Department of Student Activities & Student Originations for assistance.