



COMMITTEE ON STUDENT
ORGANIZATIONS

C.O.S.O. HANDBOOK

2026-2027

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Commented [1]: something to keep in mind; should FCS require an affiliation letter? 2nd, should they be required to state the affiliation in the affiliation section, or just in organization category (FCS)?

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This handbook provides undergraduate student organizations with guidance on Committee on Student Organizations processes, requirements, and expectations. To become registered and remain in good standing, organizations must comply with the regulations outlined in this handbook and all applicable University of Miami policies and procedures. Failure to adhere to these guidelines, requirements, or other information contained in this document may result in the organization's deactivation. Please note this document may be revised or updated at the discretion of the Committee.

Background

Committee on Student Organizations (COSO)

The Committee on Student Organizations is the governing programming board for the student organization community. It supports student organizations by developing, providing, and advancing services and resources for both organizations and their members. Comprised of 20 delegates, COSO is responsible for approving new student organizations, annually re-registering existing organizations, enforcing policies and procedures related to student organizations, and hosting four signature events:

- **Canefest & Spring Involvement Fair**

The Committee on Student Organizations hosts two involvement fairs at the beginning of the fall and spring semesters. These events provide student organizations with opportunities to engage with new and returning students, promote their organizations, and recruit prospective members. Information regarding Canefest, including the Table Reservation Form, is sent to all organization presidents over the summer. Details regarding the Spring Involvement Fair are sent in that latter half of the fall term. For additional information, email coso_involvement@miami.edu.

- **Student Organization Leadership Opportunities**

COSO hosts the Student Organization Leadership Development Summit at the beginning of each fall semester. This program includes a required half-day conference for organization presidents or chairs, and a series of leadership workshops offered over two weeks that provide student leaders with resources that support organization governance, operations, leadership, connection, and collaboration. In addition, COSO offers mixers, maintains a leadership library, and provides presentations at student organization meetings. For more information, please email COSO_Chair@miami.edu.

- **Student Organization Achievement & Recognition Awards**

The Student Organization Achievement & Recognition Awards (SOAR) recognize the achievements of University of Miami student leaders and organizations throughout the academic year. The awards provide an opportunity for student organizations to share their accomplishments with the University community. Nomination forms are released each spring semester through COSO's [Engage](#) portal.

Student Organizations

A student organization is a group of actively enrolled students at the University of Miami who come together to explore or promote a shared interest. Organizations must be open to all students; however, at least 75% of the membership must be undergraduate students.

The University recognizes the important role student organizations play in enriching campus life; however, recognition as a University of Miami student organization should not be interpreted as an endorsement or approval of the group's purpose or activities. The Senior Vice President for Student Affairs, or their designee, reserves the right, at their discretion, to refuse to register, re-register, activate, or reactivate any student organization or proposed student organization whose values, mission, goals, objectives, affiliations, purpose, activities, or conduct are inconsistent with the values and mission of the University, may disrupt campus operations, endanger the health and safety of others, or contribute to violence.

Student Organizations Categories

Student organizations are categorized according to their interests and goals. While organizations may identify with more than one category, a single category will serve as their primary designation for administrative purposes. Organizations may request a change in designation during the annual spring re-registration process. The categories include:

Academic and Professional Honor Societies

An academic honor society is a selective organization that recognizes students for excellence in scholarship, leadership, or a specific field of study. Membership is typically by invitation and requires students to meet established criteria, such as maintaining a designated GPA, as monitored by the organization's advisor or local or national affiliate. A professional honor society recognizes students for achievement, leadership, and excellence within a specific academic or career field. Unlike academic honor societies, which primarily emphasize academic performance, professional honor societies often focus on industry networking, continuing education, and career development.

Club Sports: Club Sports are competitive, athletic organizations generally characterized by participation in a league or conference and affiliation with a regional or national governing body. Organizations seeking the Club Sport designation must join the [Federation of Club Sports \(FCS\)](#) after receiving COSO recognition. This is a separate [approval process](#) managed through the [Patti & Allan Herbert Wellness Center](#). For additional information regarding Club Sports and the Federation of Club Sports, please visit the University of Miami's [Wellness & Recreation website](#).

Communities: Community organizations bring students together who share common hobbies, interests, or social connections and provide opportunities for engagement, belonging, and peer interaction.

Community Outreach and Social Change: Organizations in this category emphasize community benefit through education, awareness of social issues, stewardship, service learning, and active community service.

Greek Life: The Dean of Students Office oversees Greek Life. For more information about the 33 social fraternities and sororities represented at UM, please visit the [Dean of Students](#) website.

Health & Wellness: Health and Wellness organizations connect students with a shared interest in health, fitness, and well-being; and provide programming, advocacy, and educational opportunities and activities focused on these topics.

Media & Publications: Media and Publications organizations produce media publications and related communications for the University of Miami student community.

Multicultural and Identity-Based: Multicultural and identity-based organizations support the university's commitment to diversity, inclusion, and cross-cultural understanding. These organizations provide opportunities for students to engage in cultural education, build community, and learn from a range of identities, experiences, and perspectives. Membership is open to all students who wish to participate and learn in a welcoming environment.

Performing Arts: Performing Arts organizations provide opportunities for students to engage in creative expression and participate in artistic activities, including but not limited to theatrical, visual, instrumental, and vocal performance.

Programming Boards: Programming Boards develop, coordinate, and support campus-wide programming and entertainment for students. These include the Committee on Student Organizations (COSO), the Student Activity Fee and Allocation Committee (SAFAC), Hurricane Productions (HP), and the Homecoming Executive Committee (HEC).

Recreational Sports: Recreational Sports organizations provide students with opportunities to participate in noncompetitive athletic, outdoor, and leisure activities.

Religion & Spirituality: Religion and Spirituality organizations provide opportunities for students to explore, practice, and learn about faith, spirituality, worldviews, and related

traditions. These organizations may offer fellowship, educational programming, awareness initiatives, and opportunities for reflection. Membership is open to all students who wish to participate and learn in a welcoming environment.

Student Organization Benefits

Student organizations registered with COSO may access the following benefits and privileges:

- Participate in COSO recruitment and leadership events, including Canefest, SOLD Summit, Spring Involvement Fair, and other leadership programs and initiatives;
- Apply for annual recognition through the Student Organization Achievement and Recognition (SOAR) Awards Ceremony;
- Host an organization page on the Engage platform;
- Reserve meeting/event space in the Student Center Complex, which includes the Whitten University Center, Shalala Student Center, and Lakeside Village, with access to tables, chairs, and audiovisual equipment free of charge;
- Reserve classrooms through [Classroom Management](#).
- Apply for office and/or storage space through the [Student Center Complex Advisory Council](#) application process;
- Advertise programs and events on digital displays throughout the Shalala Student Center Complex;
- Request SAFAC funding;
- Use the Student Organization Store to collect dues, funds for organization merchandise, and co-payments for approved organization activities;
- Access co-sponsorship funding from SASO, Student Government (SG), and other campus organizations and departments;
- Receive discounts towards advertising in The Miami Hurricane newspaper;
- Market your organization in Ibis Newspaper's "Get Involved" section;
- Use the Student Organization Listserv to promote events

Creating a New Student Organization (NSO)

Eligibility Requirements

Students interested in creating a new student organization must complete the New Student Organization Interest Packet located on Engage. Students in their first semester, graduating seniors, and students studying abroad are unable to complete the new organization registration process.

New Student Organization Requirements

Any proposed new organization must not duplicate the guiding principles or purpose of an existing organization. Proposed organizations must address a campus need not already met by

an active group and demonstrate interest from at least 25 undergraduate students. New organizations must also have a plan for sustainability and longevity, including long-term goals that extend beyond the tenure of founding or current members at the University. Organizations may not be formed around inherently short-term issues, including support for a specific political candidate or a one-time event. When developing concepts for student organizations, students should keep in mind that organizations,

- must not infringe on the safety, health, or welfare of the University community or disrupt the order of campus operations;
- must adhere to all University of Miami policies and procedures, including but not limited to the Student Organization Handbook and the Student Rights and Responsibilities Handbook;
- membership must be open to all University of Miami students in good academic standing who have paid the Student Activity Fee. However, at least 75% of its membership must be undergraduate students.
- must not discriminate on the basis of race, color, sexual orientation, religion, national origin, age, physical ability, marital status, veteran status, gender identity, gender expression, political affiliation, religious affiliation, or any other discriminatory factor, real or perceived, in any policies, procedures, or practices.

New Student Organization (NSO) Interest Packet

Undergraduate students interested in creating a new organization must complete the New Student Organization Interest Packet located on COSO's Engage page under Documents. The packet is only available during designated periods at the beginning of the fall and spring semesters. Packets require applicants to include a clear description of the proposed organization's goals, categorization, purpose, guiding principles, and campus need. Applications must demonstrate how the organization will meet a need not already addressed by an existing group, why COSO recognition is being requested, and any additional details that demonstrate how the proposed organization differs from existing student organizations. Only complete packets submitted by the deadline will be reviewed. The NSO packet includes:

New Student Organization Member Roster Form: A roster of 25 undergraduate University of Miami students with interest in the organization's creation with full names, C numbers, emails, and either handwritten or time stamped digital signatures must be included in New Student Organization Interest Packet uploaded on Engage. The prospective undergraduate president, treasurer, a third executive board position of their choosing, and advisor(s) (full-time UM faculty or staff) must also be provided. E-board members cannot be in their first, studying abroad, or a graduating senior when the application is submitted. Advisors, faculty, staff, graduate students, COSO delegates, SAFAC delegates, and students studying abroad do not count towards the 25 undergraduate member requirement.

Advisor Agreement: All organizations are required to have an advisor who is an active full-time faculty or staff member at the university. Advisors cannot be adjunct professors nor on sabbatical or leave of absence from the university. Graduate students cannot serve as advisors for student organizations, and those seeking to start student organizations should contact the Graduate Student Association.

Affiliation Letter, if applicable: Organizations affiliated with a national organization, regional chapter, or similar entity must provide a letter confirming the approved affiliation between the parties. The affiliation must be reflected in the organization's constitution under the "Affiliation" section, and the letter must be included as an addendum. Organizations affiliated with a University of Miami school, college, office, or department are not required to submit an affiliation letter but must list the affiliation in the organization's constitution under the "Affiliation" section.

Constitution: Using the COSO template, organizations must include a draft constitution that specifies the organization's guiding principles, objectives, and governing guidelines.

Calendar: Organizations must include a proposed calendar of events and programs.

General Timeline for the New Student Organization Process

The steps outlined below provide a projected, not guaranteed, timeline for completing the New Student Organization approval process. Each application is reviewed individually, and timelines may vary if denials or appeals occur at any stage. COSO's Secretary will email applicants status updates throughout the approval process. Failure to complete any required step will terminate the NSO process.

Step 1: Attend NSO 101 Information Session

Prior to submission, applicants must attend the NSO 101 Information Session conducted by COSO's Vice Chair to learn about the NSO process and its requirements. If an NSO is unable to attend, they should visit the COSO office, SC 210-H, to meet with a COSO delegate for a process overview. Delegates can review their applications to confirm required materials are included but **cannot** review or comment on the content of the application. Failure to satisfy this requirement will prevent NSO packet from being reviewed.

Step 2: Submit complete NSO packet through the Engage platform.

Only complete packets received by the deadline will be reviewed. The packet will be denied if the submission is missing documents or contains incomplete information.

Step 3: COSO reviews the NSO interest packet.

When reviewing new student organization packets, COSO will consider whether the proposed NSO's guiding principles and goals substantially differ from current organizations on campus and use their discretion in determining if there is any potential overlap. If multiple submissions address the same or substantially similar purpose, the first approved submission will be given priority. If the proposed new student organization is faith-based or includes elements of religion or spirituality, the Chaplains Association will be invited to provide feedback prior to the organization's pitch. COSO will consider the Chaplains Association's recommendation when determining whether to approve or deny the proposed organization.

If approved, the organization will be invited to present its proposal to the full Committee. COSO's Secretary will email the applicant to schedule the pitch presentation. **The NSO must respond and confirm the appointment within five calendar days or forfeit the opportunity to pitch and this will terminate the NSO process.** NSOs that are denied may appeal the decision within two calendar days, 48 hours.

Step 4: Pitch Presentation

An approved NSO Interest Packet or Interest Packet Appeal allows two of the three officers listed in the packet to present the NSO at a COSO meeting held Mondays from 3-4:30 p.m. Advisors may not present or attend pitch presentations. Presenters will have five minutes to deliver the pitch, followed by five minutes of questions from the Committee, and are encouraged to discuss key aspects of the proposed organization, including but not limited to its purpose, guiding principles, events, and ability to fill an unmet need on campus. All presentations are made in-person and presenters may use presentation materials, including but not limited to PowerPoint presentations and handouts. PowerPoint presentations must be received by COSO's Secretary two days before their scheduled pitch presentation.

If the proposed organization includes any element of increased or potential physical harm or other risk to students, or raises concerns related to existing University policies, rules, or regulations, the organization's progression through the approval process will be paused pending further review by the Department of Risk Management. This review may result in additional parameters being incorporated into the organization's guiding principles, constitution, or operations at the discretion of Risk Management.

If the pitch is **approved, the organization will move to the Constitution review phase and be assigned a COSO delegate** to guide them through the remainder of the process. NSOs that are denied may appeal the decision within two calendar days, 48 hours.

Step 5: Constitution Review

Following approval of the pitch presentation, the NSO **will have 3 calendar days or 72 hours from receipt of the approval email to submit to their assigned delegate a draft of their Constitution using the template provided in the NSO Interest Packet.** Failure to submit the constitution to the assigned COSO delegate by the deadline will terminate the NSO process. NSOs that are denied may appeal the decision within two calendar days or 48 hours.

The constitution defines the organization's governing guidelines, guiding principles, and objectives which support the organization's sustainability. The delegate will review the submission and provide initial comments, concerns, or suggested revisions. The delegate will then present the draft to the Committee for discussion. The Committee will vote on the constitution, and the delegate will email the group the Committee's feedback and decision. If the constitution is approved, the NSO moves to Orientations.

A constitution may be denied if it is insufficient, unclear, or not representative of the organization as pitched. If the constitution is denied, the student organization will have an additional week, seven calendar days to address the Committee's concerns, revise the constitution, and submit the updated version to their COSO delegate. The revised constitution will be reviewed and voted on by COSO for a final decision. This decision cannot be appealed. Delays in submission will terminate the NSO process.

Orientation Process

Following constitution approval, the organization's executive board members and advisor(s) must complete the required New Student Organization orientation sessions within one calendar week of the approval date.

- The treasurer must complete Treasurer Training found on [SAFAC's Notions webpage](#).
- The advisor must complete the Advisor Orientation Form through the Student Activities & Student Organizations Engage portal. Questions should be directed to saso@miami.edu.
- The president may only complete the COSO orientation after the treasurer and advisor orientations are complete. The session reviews COSO policies, requirements for maintaining active status, best practices, benefits, and Engage instructions.
- The Engage portal must be fully established within 48 hours after COSO orientation. This includes updating the profile section with contact information for the president, treasurer, and advisor; adding the organization's mission and guiding principles; uploading the approved constitution; and updating the "People" section.

Failure to complete these requirements within one calendar week will terminate the NSO process. Any unprompted or material changes to the organization's guiding principles, objectives, or executive board may also terminate the NSO process. However, COSO may consider a portion or all changes at their discretion.

After all required orientations are complete and the Engage portal has been established, the executive board members and advisor(s) will receive an approval letter from COSO's Vice Chair confirming that the organization is officially approved and recognized by COSO. A student organization is not officially active until the letter of approval is issued. Shortly after approval, advisor(s) will also receive digital documents from the SASO Finance Office to establish the student organization's financial accounts.

Organizations seeking Club Sport designation must join the [Federation of Club Sports \(FCS\)](#) after receiving COSO recognition. This is a separate [approval process](#) managed by FCS. For additional information regarding the Federation of Club Sports, email fcschair@gmail.com or visit the University of Miami's [Wellness & Recreation website](#).

Appeals

New student organizations that are denied at any stage of the NSO process may appeal the decision within two calendar days, except during the constitution review phase. If the constitution is denied, the NSO has seven calendar days to revise and resubmit the document to the assigned COSO delegate. If a student organization is denied twice during the NSO process the NSO process will be terminated and the org must wait two semesters excluding summer sessions before reapplying.

NSO Process	If item is denied, submit Student Organization Appeal Form	If process is terminated, the NSO must
NSO Interest Packet	2 business days	Wait 1 semester to reapply
No Affiliation Letter	2 business days	Wait 1 semester to reapply
Pitch	2 business days	Wait 1 semester to reapply
Constitution	7 business days to resubmit constitution	Wait 1 semester to reapply
Orientation	2 business days	Wait 2 semesters
If two denials are received during the NSO process.		
	applicable at any stage in the NSO process. holds that receiving two denials by COSO at any time during the process terminates the organization's progression through the NSO process; and the organization must wait two semesters (Fall and Spring, excluding summer sessions) to restart (not resume) the NSO process.	

Maintaining an Existing Student Organization

To remain in good standing, COSO-recognized organizations must adhere to all University of Miami policies and regulations and meet the requirements established by Student Activities and Student Organizations (SASO), the Committee on Student Organizations (COSO), and the Student Activity Fee Allocation Committee (SAFAC). 75% of its membership must be

undergraduate students, and organizations are required to attend the SOLD Summit and complete the re-registration process.

The Student Organization Leadership Development (SOLD) Summit is held at the beginning of each fall semester. This program includes a required half-day conference for organization presidents or chairs, and a series of leadership workshops offered over a two-week period to provide student leaders with resources that support organization governance, operations, leadership, connection, and collaboration.

Re-Registration

All active COSO-recognized organizations must complete the re-registration process each spring semester through Engage to maintain active status. Active status refers to an organization's continued engagement in regular organizational business, including meetings, member recruitment and elections, promotion of the organization, and programs or events that align with the objectives and guiding principles outlined in the organization's constitution. Organizations are responsible for updating their membership roster, executive board information, organization category, and constitution. If a new executive board has not been elected by the re-registration deadline, the organization may submit its current executive board information, but must complete the E-Board/Advisor Update Form on Engage once leadership changes occur. Additionally, Constitutions that are three (3) years old or older must also be updated. The re-registration application is completed through Engage.

Organizations that do not submit their re-registration application by deadline will be deactivated and ineligible to participate in Canefest or SOLD for the following academic year. However, they may seek reactivation during the reactivation period, usually the first two weeks of the Fall and Spring semesters.

Deactivations

A deactivated or suspended student organization forfeits all privileges and benefits granted to COSO-recognized organizations, as outlined on pages 3-4 in this handbook. Organizations may be deactivated for any of the following reasons:

- Failure to comply with University of Miami, SASO, COSO, SAFAC, FCS, or other applicable policies, procedures, and guidelines, including the Student Rights and Responsibilities Handbook and Student Organization Handbook;
- Failure to attend the required SOLD Summit, including the half-day conference and required workshops;
- Failure to submit the required spring re-registration application;
- Failure to maintain an advisor who is a full-time University of Miami faculty or staff member;

- Misuse of University resources, including but not limited to SAFAC funding or campus spaces;
- Failure of an umbrella organization or council to maintain at least five organizations under its purview;
- Any other reason that COSO determines, at its discretion, meets the standard for deactivation.

The University may investigate any student organization that is or is alleged to be out of compliance with University policies, procedures, or applicable guidelines. If an investigation results in disciplinary action, the University may impose appropriate sanctions, including suspension or revocation of recognition.

Organizations may voluntarily deactivate at any time. Active members must receive at least two weeks' notice before a vote is held. Deactivation requires approval by a majority vote during a general body meeting at which two-thirds of the organization's active members are present. A digital copy of the meeting minutes, signed by the president, treasurer, and advisor, must be emailed to the COSO Chair (coso_chair@miami.edu).

Reactivations

An organization that was deactivated for failure to attend the SOLD Summit or failure to submit the re-registration application may request reactivation within one year of deactivation. Interested students must submit the reactivation application through [Engage](#) during the reactivation period, typically the first two weeks of the fall and spring semesters. Applications must satisfy the following requirements to be approved:

- Upload the organization's constitution to verify that it has been updated within the last three years;
- Maintain the organization's approved guiding principles and refrain from substantive changes to its original mission or purpose. Substantive changes must be submitted through the constitution update process;
- Update executive board and advisor information;
- Organizations affiliated with the Federation of Club Sports (FCS) must also complete the FCS reactivation process and provide proof of completion to COSO before active status may be restored.

COSO will review the application and make a final determination. Please note: if a new student organization with a same or substantially similar purpose has been submitted and approved, the newly approved organization receive priority.

Student organizations that have been inactive for one year or more must complete the New Student Organization process to be considered for recognition.

Constitution

COSO maintains the constitution template for all recognized, active student organizations. COSO reserves the right to update the constitution template as needed to reflect University policy, process changes, and the needs of the student organization community. Template changes will be incorporated into the annual re-registration process.

Organizations are responsible for maintaining accurate constitutions that reflect any changes to their structure, operations, activities, and requirements. They must use the approved template, include and agree to all required provisions, to update their constitution. Constitutions must be updated every three years and contain handwritten or secure electronic signatures from the president or chair, treasurer, a third executive board member, and all advisors. Typed signatures are not accepted.

Minor updates to an organization's constitution may be submitted during the annual re-registration process. Changes from the prior year must be highlighted, and the constitution must be dated for the upcoming academic year. Substantive changes to an organization's guiding principles that alter or deviate from the organization's original mission or purpose should be requested using the Organization Constitution Change Form.

Executive Board

Officers must fulfill the responsibilities outlined in the organization's constitution and work collaboratively with members and the advisor to advance the organization's goals. To remain in good standing, each undergraduate student organization must maintain an executive board of at least three members: a president, treasurer, and one additional officer position selected by the organization. These roles must be held by separate individuals who are actively enrolled as full-time undergraduate students at the University of Miami. Students studying abroad may not hold officer positions.

Effective January 2027, student organization Presidents and Treasurers must have a 2.5 cumulative GPA at the time of their election/selection and must maintain a 2.5 cumulative GPA throughout their term. GPA's will be verified by the Department of Student Activities & Student Organizations at the time of election/selection and will be re-checked periodically.

Conflict of Interest

Student organization officers are expected to act in the best interests of their organization and the University community. Decisions made on behalf of a registered student organization should be free from actual, potential, or perceived conflicts of interest and/or personal financial interests.

A conflict of interest exists when a student leader's personal, professional, or financial interests could reasonably influence—or appear to influence—their decisions or actions on behalf of the organization.

Examples of conflicts of interest include, but are not limited to:

- Promoting, marketing, or soliciting business for an employer, business, or organization in which the student leader has a financial interest.
- Steering organizational purchases, contracts, sponsorships, or partnerships toward an employer, family business, or other entity from which the student leader receives compensation or other personal benefit.
- Using the organization's membership lists, communications, events, social media, or other resources primarily to generate customers, clients, participants, or revenue for a business or employer.
- Participating in decisions regarding contracts, purchases, or partnerships in which the student leader or an immediate family member (e.g. parent, spouse, domestic partner, sibling, child, legal guardian, etc.) has a financial interest.

Student leaders must promptly disclose any actual, potential, or perceived conflict of interest to their organization's advisor before participating in the related decision. The advisor, in consultation with the Department of Student Activities & Student Organizations when appropriate, will determine whether recusal or other management measures are necessary. Failure to disclose a conflict of interest or using a leadership position for personal financial gain may result in disciplinary action against the individual and/or the student organization, including loss of recognition, funding restrictions, removal from office, or other sanctions deemed appropriate by the University.

Improper Use of Position

Student leaders may not use the authority, influence, or resources of a registered student organization for personal financial gain or to provide an unfair advantage to themselves, their employer, or any outside business or organization. This prohibition applies regardless of whether the organization receives any benefit from the arrangement.

A student leader who is employed by or affiliated with an outside organization may not use their leadership role to pressure members to purchase goods or services, recruit customers or employees, increase attendance at outside events for personal benefit, or otherwise leverage their University position for private gain. Further, student leaders should not solicit or accept gifts or personal benefits that could reasonably influence organizational decisions.

Any questions related to conflicts of interest may be directed to the Department of Student Activities & Student Organizations.

Violations of these policies may jeopardize the organization's standing with COSO and could prevent the group from receiving funding from SAFAC. Failure to follow the guidelines, requirements, or other information outlined in this handbook may result in deactivation at COSO's discretion.

Elections

Student organizations must follow the election procedures outlined in their constitution and conduct elections in an ethical and appropriate manner. Organizations may revise their procedures by submitting proposed constitutional changes through the Organization Constitution Change Form on Engage for COSO review and approval before enacting any new process. **Elections should align with the re-registration process when possible.** However, if elections are held outside the re-registration period, organizations must report the results to COSO by submitting the E-Board/Advisor Update Form and updating the roster on the organization's Engage portal.

To run for office, members must meet all eligibility requirements outlined in the organization's constitution, be active members in good standing with the Dean of Students Office, and academic good standing in their school or college. Effective January 2027, **Student organization Presidents and Treasurers must have a 2.5 cumulative GPA at the time of their election/selection and must maintain a 2.5 cumulative GPA throughout their term.** Members studying abroad at the time of elections or selection may run and vote if they will return to campus by the start of the term of office. Organizations must maintain accurate and current active membership records, as outlined in their constitution, to support the election process.

Any allegations concerning an organization's election process may be reviewed by the COSO Executive Board and its advisor. COSO reserves the right to be present at any student organization election, and a COSO representative may attend an election upon request by any organization member.

Leadership Changes

Student organizations may change leadership at any time during the academic year by following the election and vacancy procedures outlined in their constitution. Leadership changes must be reported by submitting the E-Board/Advisor Update Form and updating the organization's Engage portal. Changes not reflected in Engage will not be recognized.

Student organization leaders are responsible for ensuring an orderly transition between outgoing and incoming executive board members, including review of relevant COSO policies and information necessary to support continued operations. COSO may investigate discrepancies related to the election or leadership transition process.

Name Changes

Student organizations may vote to change their name when the proposed name better reflects the organization's mission or when a national or affiliated organization has changed its name. Active members must receive at least two weeks' notice before a vote is held. Approval requires a majority vote during a general body meeting at which two-thirds of active members are present.

- The meeting minutes documenting majority approval must be signed by the president, treasurer, third executive board member, and advisor, and submitted with the **Organization Name Change Form**.
- The name change will be reviewed by the COSO Executive Board. If approved, the organization must submit a revised constitution reflecting the approved name change using the **Organization Constitution Change Form** on Engage and upload the final constitution to the organization's portal within two weeks of approval.
- Organizations may not operate under an unapproved name. Organizations using an unofficial name may be deactivated.

Advisors

All student organizations must have an advisor who is a full-time University of Miami faculty or staff member to become and remain active. Advisors may not be on leave of absence or sabbatical, may not be graduate students, and may not advise more than five organizations unless required by their job description.

Advisors have access to the organization's University-maintained financial records in Workday and the Student Organization Storefront. Advisors should review these records periodically with the treasurer and promptly share any concerns with the SASO Finance team.

Student organizations may have up to two advisors with the primary advisor serving as the main contact for financial matters. Advisors may grant an additional staff member access to the organization's financial accounts to assist with transactions; however, the primary advisor remains responsible for ensuring all transactions comply with university policies and procedures. For additional information, contact sasofinance@miami.edu.

Advisors are expected to attend elections as a moderator or witness, as outlined in the organization's constitution, and help ensure the organization follows its established procedures. Advisors should also review the organization's spring re-registration application for accuracy

and completeness. Those who wish to end their service with an organization should inform the organization's e-board and contact the Department of Student Activities and Student Organizations for assistance.

Student organizations should contact COSO if they have issues or need assistance with their advisor.

Conflict Resolution

As the governing programming board for the student organization community COSO serves as a resource for organizations seeking assistance with matters related to constitutions, elections, and COSO guidelines. Students should notify COSO when an organization is unable to resolve a related matter internally. COSO will refer to the organization's current constitution when reviewing conflicts and determining an appropriate resolution. Constitutional provisions will be upheld during COSO's review.

The constitutions, bylaws, policies, rules, and regulations of individual student organizations must not conflict with the rules and policies of the University of Miami, including those outlined in Student Rights & Responsibilities and the Student Organization Handbook. In the event of a conflict – a situation where compliance with an organization's constitution, rules, policies, or practices would result in a violation of, or noncompliance with, University policy - the rules and policies of the University of Miami take precedence.

Student organization and student organization advisors are required to report all matters involving alleged student code of conduct violations by members of the organization to the Department of Student Activities & Student Organizations for review, and as necessary, the Department of Student Activities & Student Organizations will refer the matter to the Dean of Students Office to be addressed in accordance with the policies and procedures in the Student Rights and Responsibilities Handbook. The Dean of Students Office shall be responsible for investigating allegations, determining responsibility, and imposing any sanctions. Students may not be removed from membership or have their membership privileges revoked as a disciplinary action except through a determination made by the Dean of Students Office. Nothing in this Article prevents the organization from removing a student from a leadership position for failure to fulfill the duties and responsibilities of that position as outlined in their Constitution. The organization may also enforce objective membership requirements established elsewhere in their Constitution, such as attendance, dues, or participation requirements, provided such requirements are applied consistently and are not used as a form of discipline.

Engage

The Department of Student Activities & Student Organizations uses Engage as the online database for active student organizations. Through Engage leaders can store files, create listservs and surveys, post photos, and share flyers and news articles with members and the University of Miami community. Each organization's Engage portal must remain accurate and current since information maintained in this platform is used for several COSO processes.

Organizations are responsible for updating their portal as needed to reflect current:

- contact information;
- organization description and guiding principles;
- membership roster
- executive board and advisor information, including the president, treasurer, third executive board member, and advisor. Any changes to these positions must also be reported to COSO using the Executive Board/Advisor Update Form.

To access Engage, visit <http://engage.miami.edu> and log in using your Cane ID and password. Access to information within the platform is determined by the user's memberships and administrative permissions. For assistance navigating Engage, contact a COSO delegate.

Student Organization Communication

The Department of Student Activities and Student Organizations (SASO) maintains the student organization listserv, which is used for official communications from SASO, COSO, and SAFAC. Leaders are expected to monitor their email regularly for communications and notifications from SASO, COSO, and SAFAC, particularly during time-sensitive periods. Leaders are also responsible for submitting officer and advisor changes as well as contact information updates through the E-Board/Advisor Update Form. This will ensure you receive every update, invitation, and incentive we share.

Contact Information

[Committee on Student Organizations \(COSO\)](#)

Email: coso_chair@miami.edu

Phone: (305) 284-5980

Location: Shalala Student Center, Student Organization Suite 210H

[Student Activities & Student Organizations | University of Miami](#)

Email: saso@miami.edu

Phone: (305) 284-6399

Location: Shalala Student Center, Suite 206