

FOPPS: _____

University of Colorado at Boulder
AFFILIATED STUDENT ORGANIZATION AGREEMENT

The Regents of the University of Colorado, a body corporate and the _____
_____ (Student Organization) hereby agree
that on _____, _____ the Student Organization is affiliated with the University of Colorado
at Boulder (CU-Boulder) through the _____
_____ Department. As an affiliated entity, the Student Organization is considered a full
operational unit of CU-Boulder the same as any CU-Boulder department, center, institute or unit.
The Student Organization enjoys all the rights and responsibilities of a CU-Boulder department,
center, institute or unit. This includes, but is not limited to, the following:

- Account signers must be Boulder campus fee-paying students and/or the group's departmental advisor.
- The student organization must operate within the programmatic and financial controls established by the Board of Regents, CU-Boulder administration and the University of Colorado Student Union.
- All business conducted by the Student Organization is considered CU-Boulder business and must be done in compliance with all federal, state, University of Colorado and CU-Boulder policies and procedures applicable to CU-Boulder.
- All revenue raised by the Student Organization, including membership fees and fund raisers conducted off-campus, must be deposited into a CU-Boulder auxiliary account.
- The Student Organization may not hold any funds in an outside bank account.
- The Student Organization may not have an agency fund account for any purpose.
- All purchasing of goods and services must be done in compliance with the policies and procedures issued by Buying & Contracting.
- The Student Organization has the right to the use of the name and marks of the University of Colorado, as does any other department, center, institute or unit of CU-Boulder in compliance with the Licensing Policy issued by the Office of Licensing Programs.
- All funds raised by and equipment in the custody of the Student Organization are property of the Board of Regents and must remain with CU-Boulder upon dissolution of the Student Organization.
- The Student Organization has access to a university advisor or liaison and University Legal Counsel.
- A minimum balance of \$25 will be required when opening the account, and a positive balance must be maintained at all times. A \$75 minimum balance is required for groups who have telephones and/or long distance access codes.
- The Director of the Student Organizations Finance Office will freeze activity in the university account or close the account if a positive cash balance is not maintained, or, if requirements of the Relationship Statement between the University of Colorado and the Affiliated Student Organizations are not followed. In addition, the Director will refuse to process disbursements from any account when it does not have sufficient cash to cover the transaction and/or is not for the benefit of the entire group or is not in the best interests of the University, as determined by the Director.
- If the Affiliated Student Organization account is abandoned (no activity for one year or more), the SOFO will close the account and assess a service charge of \$100.00 or 10%, whichever is greater. If an account signer cannot be contacted, the SOFO Director will close the account, and the balance moved into the inactive student agency account in the auxiliary fund.
- The Affiliated Student Organization may not close its university account by withdrawing the account balance. Groups may, however, incur legitimate expenses against the account balance

with the intent of withdrawing the balance to \$25 or \$75, (whichever is applicable), and then withdrawing the initial deposit.

- Legislative Council Bill #5, Session 62 (Spring 2005) also mandates specific requirements for student organizations. *62LCB#5 Student Group Funding Reform Package Section 7* states:

62LCB#5 Student Group Funding Reform Package Section 7.

SECTION 7: The Student Organizations Committee shall maintain a list of active student groups in coordination with the Student Organizations Finance Office.

- A. All student groups shall have a mission statement.
- B. Student groups shall update and/or confirm contact information at a minimum interval of once a year.
 1. Only official University of Colorado e-mail addresses may be used for UCSU student group business for this purpose. The student group e-mail address may be used for this purpose.
 2. Local phone numbers must be used for contact information.
- C. Active student groups must maintain the following requirements:
 1. A minimum of 3 (three) student members.
 2. A minimum Student Organizations Finance Office account balance of \$25 (twenty-five dollars).
 3. A minimum of 2/3 of the membership of the student group must be members of the UCSU.
 4. A minimum of one signer for the Student Organizations Finance Office student group account.
 - i. A majority of signers on the Student Organizations Finance Office student group account must be full fee paying students.
 - ii. No person shall be a signer on more than one Student Organizations Finance Office student group account.
 - iii. Elected UCSU officials may not be signers on any Student Organizations Finance Office student group account.
 - iv. There shall be no more than 3 (three) signers on any Student Organizations Finance Office student group account.
 - v. Student signers of Student Organizations Finance Office student group accounts must have their Student Identification Numbers on file with the Student Organizations Finance Office.
 5. Meetings must occur no less than once a month during the fall and spring semesters and student groups who receive funding from Student Group Funding Board must be accessible to all students who wish to attend.

This agreement shall be valid for three years from the date of signing and must be renewed at that time.

The Regents of the University of Colorado, by:

Signature

Printed Name

Student Organizations Finance Office
UMC 231, Campus Box 207
Boulder, CO 80309-0207
492-6366

Date

Affiliated Student Organization, by:

Signature

Printed Name

Address: _____

Phone: _____

Date

University Department Chair/Director:

Signature

Printed Name

Name of Department

Date

Phone

Rev. 08/19/08

Affiliated Student Organization Department Advisor:

Signature

Printed Name

Date

Phone