

ADDENDUM TO THE REGISTERED FRATERNAL ORGANIZATION AGREEMENT

This addendum further describes the services provided by the University through the Student Organizations Finance Office to fraternal organizations that have completed a fully executed Registered Fraternal Organizational Agreement with the University. Registered fraternal organizations (RFOs) are recognized as independent student groups. Just as any other independent student group on campus, RFOs must comply with the following:

1. RFOs will not have access to the following University services *except for an event or activity co-hosted by the University with the RFO that require such services.*
 - Buying and Contracting Services
 - Travel Accounting
 - Legal Counsel
 - Compensation Services
 - State of Colorado and Federal Tax-Exempt Status
 - Governmental Status

2. RFOs must establish a "student agency fund account" in order to conduct fund raising activities on the Boulder campus. Agency accounts are classified as non-billing accounts (cannot accept interdepartmental invoices as payment), and will be established and monitored by the Student Organizations Finance Office (SOFO):
 - a. 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 through the University.

 - b. The Director of the Student Organizations Finance Office will freeze activity in the agency account or close the account if a positive cash balance is not maintained. 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.

 - c. If the RFO agency account is abandoned (no activity for one year or more), the SOFO will close the account and assess a service charge of \$50.00 or 5%, 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.

- d. All funds collected through on-campus fund raising activities must be deposited to the RFO agency account within twenty-four hours after an event. The SOFO will monitor RFO fundraising activities and issue cash boxes as required by CUUF policy.
 - e. The RFO may not close its agency account by withdrawing the account balance. Groups may, however, incur legitimate expenses against the account balance with the intent of drawing the balance to \$25 or \$75, (whichever is applicable), and then withdrawing the initial deposit.
 - f. Itemized receipts must be presented with all reimbursement requests. Invoices must be presented with all off-campus vendor payment requests. Lump-sum disbursements to members, chapters, divisions, or other branches of the organization will not be done without the approval of the SOFO Director. On-campus purchases by the RFOs from University departments will be conducted with the use of interdepartmental invoices (INs).
 - g. A monthly statement of account will be provided to the RFO by the University upon request.
 - h. Agency accounts are subject to the General Administrative Recharge as a way of recovering costs for services rendered by the University. The rate changes annually.
 - i. No interest is earned on agency accounts. All negative cash balances are charged interest.
3. The signatories aver that to their knowledge, no state employee has a personal or beneficial interest whatsoever in this agreement.
 4. 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:

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 4 (four) 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 SOC must be accessible to all students who wish to attend.

It is understood and agreed that failure of _____ Registered Fraternal Organization to maintain an amount equal to the minimum balance in its agency account will be sufficient cause for the University to terminate this agreement unilaterally and without notice. Further, it is understood and agreed that failure to comply with the provisions of *The Relationship Statement Between the University of Colorado and Student Organizations* and the provisions of the *Rules of the Committee on the Use of University Facilities* (CUUF Policy) and the University Of Colorado Student Union will subject the RFO to suspension and possible termination.

This Agreement shall be valid for one year from the date of signing and must be renewed at that time.

The Regents of the University of Colorado, by: Independent Student Organization,

Signature

Signature

Printed Name

Printed Name

Student Organizations Finance Office

Address:

UMC 231 Campus Box 207

Boulder, CO 80309-0207

Phone: _____

Date

Date