

# Policy Manual



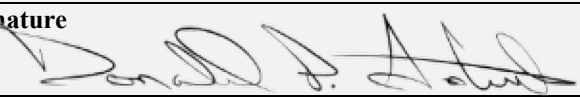
<b>Title:</b> DSOs	<b>Number:</b> 6Hx2-1.18
<b>Legal Authority:</b> Fla. Statutes 1004.70	<b>Page:</b> Page 1 of 2

Pursuant to Florida Statutes Section 1004.70 the Broward College (College) Board of Trustees (BOT) has officially certified the Broward College Foundation, Inc., a not-for-profit Florida corporation (Foundation), and BCEduventures, Inc., a not-for-profit Florida corporation (BC) as a direct-support organization (DSO) which shall operate in a manner consistent with the goals of the College and in the best interest of the State. By statute, DSOs are organized and operated exclusively to receive, hold, invest, and administer gifts and to make expenditures to, or for the benefit of the College. The BOT is authorized to implement procedures and guidelines appropriate to allow its DSOs to use of property, facilities, and personal services subject to the provisions of Florida Statutes, Section 1004.70.

The BOT is responsible for oversight of the operations and expenditures of its DSOs. This policy outlines the steps that are taken to ensure that the BOT and the President exercise appropriate oversight over each DSO in order to properly exercise their fiduciary duty to the College.

In order for a DSO to use College property, facilities, and personal services, it must comply with the following conditions:

- The chair of the BOT (Chair) or designee shall serve as a voting member of the DSO board of directors and have membership on the executive committee. . The Chair will receive all meeting notices and pertinent information regarding the actions of the DSO Board of Directors.
- The president of the College (President) shall be a non-voting member of the DSO board of directors.
- The DSO shall conduct an annual independent audit of its financial operations utilizing an auditor licensed in the state of Florida, and meeting the minimum qualifications established by the CFO of the College. The audit shall be approved by the DSO board of directors and submitted to the BOT for approval before being forwarded to the Division of Florida Colleges.
- The DSO shall provide quarterly financial statements to the BOT for review.
- Upon request of the BOT, the DSO shall direct its investment advisor or investment manager to present a summary of investment activity to the BOT.
- The Director or Chief Executive Officer of the DSO shall report to the President or designee.
- The BOT will consider and approve annually at its June Board meeting the DSO’s anticipated use of College Resources for the upcoming fiscal year. The consideration and approval will be documented in the minutes of the meeting and identify the positions of employees who will provide personal services, the square footage of the office space and related buildings and property that will be used by the DSO, and the estimated value of the College resources provided.

<b>History:</b> Revised on January 17, 1978; revised on September 18, 1984; revised on March 19, 1991; revised, re-titled and re-numbered on April 16, 1997; revised on February 28, 2001; revised February 26, 2013; revised August 9, 2016; revised October 29, 2024; revised January 7, 2025			
<b>Approved by the Board of Trustees</b>	<b>Date:</b> 01/07/2025	<b>President’s Signature</b> 	<b>Date:</b> 01/07/2025

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- In June of each year the DSO shall prepare and submit to the BOT for approval a proposed operating budget for the upcoming fiscal year. Significant changes in planned expenditures in the approved budget must be reported to the BOT as soon as practicable but no later than the deadline established by the BOT.
- Each DSO shall submit its federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990) to the BOT or designee within 30 days of filing with the Internal Revenue Service.
- The BOT shall propose and approve all appointments to any DSO board other than the Chair’s representative(s) or the President or President’s designee. The chair’s designee may not be President; nor may the Chair and President appoint the same person to represent both the Chair and the President on any one DSO board.
- The BOT may remove any DSO board member upon a finding that the board member is not acting in the best interest of the College or DSO.
- The BOT shall decertify a DSO if it determines that the DSO is no longer serving the best interest or mission of the College and decertification is appropriate. In decertifying a DSO, the BOT shall require an accounting of the organization’s assets and liabilities and take such reasonable action as necessary to secure the return of all College property and facilities.
- The College CFO shall be ex-officio, non-voting member of the Finance and Investment committees of a DSO, or in the event a DSO does not have a Finance and Investment Committee, the College CFO will serve as ex-officio non-voting member of the DSO. The Chair’s designee shall be a voting member of the Finance and Investment committees of a DSO.
- A DSO’s outside investment advisor or investment manager shall provide an update to the BOT on the status of DSO investments on a quarterly basis and provide immediate notice of any material changes in the investment portfolio.
- The CFO of a DSO shall report to the College CFO.
- The Chair of a DSO shall serve a one year term.
- In the event there is a conflict between this policy and DSO bylaws or other governing documents, this policy prevails.

<b>History:</b> <i>Revised on January 17, 1978; revised on September 18, 1984; revised on March 19, 1991; revised, re-titled and re-numbered on April 16, 1997; revised on February 28, 2001; revised February 26, 2013; revised August 9, 2016; revised October 29, 2024; revised January 7, 2025</i>			
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