
Responsibilities of Organizations

(revised September 21,2005)

Organizations must:

1. Have an advisor who is a member of the NDSU faculty or staff.
2. Register with the Student Activities Office by updating the online Student Organization Tracking System **each semester AND after every officer election.**
3. Submit Volunteer Network Community Service information **each year.**
4. Submit one Equal Opportunity form **each year.**
5. Submit one Officer Eligibility form **each semester.**
6. Submit a budget to Student Government (if applicable, see NDSU Student Government: Finance Guidelines)
7. Manage university resources wisely, ethically, and according to University and Department guidelines.
8. Adhere to the University's "Rights and Responsibilities of Community: A Code of Student Behavior" handbook and the "Constitution of the Student Body of NDSU".
9. Consult with appropriate Departments or University representatives when unusual or potentially risky events are planned (ex: off-campus events in which alcohol will be present).
10. Obtain necessary insurance coverage for off-campus organization events.
11. Ensure continuity from year to year by training incoming officers and keeping good records.
12. Check organization mailbox located in Student Activities Office.
13. Inform the Student Activities Office of changes in organization's leadership in a timely manner.
14. Give the Student Activities Office a reliable contact number during the summer semesters.