

Congress of Student Organizations

GUIDELINES

(REVISED March 28, 2005)

The purpose of the Congress of Student Organizations and all offices serving students is to provide quality resources and information pertinent to the sustainability of all campus organizations. This office is also responsible for enforcing the CSO Guidelines and University Policies and Procedures in a way that is consistent, fair, and equal to all organizations.

Article I. Membership Duties

Section 1 The Congress of Student Organizations (CSO)

- A. The delegation of Congress consists of one representative from each temporary and full status organization on the NDSU Campus.
- B. If the need arises the Congress may serve as a voting body to inform Student Senate of the issues pertaining to student organizations at large.

Section 2 The Commission of the Congress of Student Organizations

- A. The commission will consist of the Executive Commissioner of the Congress of Student Organizations, three Senators elected by Student Senate and three students-at-large appointed by the Executive Commissioner *and confirmed by the Senate*.
- B. The purpose of the commission of the Congress of Student Organizations is to assist in the operations of student organizations and to represent the Congress of Student Organizations and Student Government in recognizing new student organizations. The commission is responsible for coordinating various activities for the Congress and Student Government and determining organizations' eligibility to receive Student Activity Fee funding.

Section 3 Membership Duties of the Congress of Student Organizations Commission A.

Duties of the Executive Commissioner

1. Represent the concerns of organizations to all levels of the University;
2. Meet with representatives from organizations to determine organization needs and to clarify requests brought before the commission;
3. Preside at all commission meetings;
4. Establish a meeting time convenient for all members of the commission;
5. Prepare an agenda for each Congress meeting;
6. Inform the Student Senate of business conducted by the commission;
7. Maintain accurate filings of all commission business and make these files available in the Student Government and Student Activities Offices;
8. Oversee planning and implementation of all commission activities;
9. Aid in the administration of the Student Organization Tracking System;
10. Carry out all meetings by the times set forth in these guidelines;
11. Complete all other duties that are vital to the function of the commission.

B. Duties of the Commission Members

1. Attend all commission meetings unless excused by the Executive Commissioner;
2. Attend all Large Group and Small Group meetings unless excused by the Executive Commissioner;
3. Act as liaisons between organizations and the commission;
4. Be responsible for tasks delegated by the Executive Commissioner;
5. Execute all other duties that are vital to the function of the commission.

Article II. Standard Operating Procedures

Any business or action taken by the commission will not violate University Policy, Student Senate Policy/Legislation, or Local, State, and Federal Law.

Section 1 Small Group Meeting Policy

- A. All meetings will be conducted in accordance with Robert's Rules of Order Newly Revised unless approved by the Executive Commissioner;
- B. A quorum will consist of 2/3 of the voting members of the commission;
- C. No member of the commission may vote on an issue pertinent to an organization of which he/she is a member;
- D. Small Group meetings will be held within the first six weeks of each semester. Subsequent meetings can be called at the Executive Commissioner's discretion;
- E. The Executive Commissioner will **notify organizations eligible to attend small group meetings via the Student Organization Tracking System (SOTS).**
- F. The Executive Commissioner will make all temporary organizations eligible for status aware of the upcoming Small Group meeting so they can prepare to request full status;
- G. Organizations will have until the second regular Small Group meeting after being placed on temporary status to request full status; organizations that fail to do so by this time will be moved inactive;
- H. Organization representatives will come before the commission at the time designated by the Executive Commissioner. The representatives will present on their organization's status and their request for status change;
- I. Organizations requesting full status recognition must have **an executive officer** present at the commission meeting at which the recognition request is being heard. If either of these members cannot attend, the Executive Commissioner must be made aware of which members are attending and what their affiliation with the organization is;
- J. Organization representatives will be asked to leave after all information has been collected and questions answered. Discussion and/or motions by the committee may then follow. The commission may take one or more of the following actions or apply additional sanctions:
 1. Move to recognize temporarily;
 2. Move to recognize fully;
 3. Move to deny recognition;
 4. Move to place on probation with terms to be specified;
 5. Move to table pending further investigation.

Section 2 Large Group Meeting Policy

A. *Large Group will be held twice in the Fall and once in the Spring.* Subsequent meetings will be called at the discretion of the Executive Commissioner with consent of the commission;

B. The second fall meeting will be optional for full status organizations and mandatory for temporary organizations.

C. The planning and completion of meetings will be overseen by the Executive Commissioner with the help of the commission;

D. Any group or individual wanting to present at Large Group must receive approval from the Executive Commissioner at least two weeks prior to the date of the meeting;

E. The meetings will serve to provide information to organizations that is pertinent to the maintenance of their CSO rating, as well as any other information that the Executive Commissioner feels is relevant.

F. *Organizations will attend the Large group meeting that is representative of their nature and the tier which they belong. The Executive Commissioner will maintain this list and clear all substitutions.*

Section 3 Advisor Leadership Training Policy

A. Advisor Training will be held *at the discretion of the Executive Commissioner*;

B. The planning and completion of meetings will be overseen by the Executive Commissioner with the help of the commission;

C. The meetings will serve to provide information to advisors that is pertinent to improving the advisors' ability to serve the organizations they are affiliated with.

Article III. Recognition Policy and Status Benefits

Section 1 Temporary Status

A. To receive temporary status, organizations will first contact the Student Activities Office (Memorial Union) or me Executive Commissioner (Student Government Office) concerning recognition procedures. The organization must then fulfill the following requirements:

1. Meet with the Executive Commissioner to discuss the purpose of the organization;
2. Register online with the Student Organization Tracking System.
3. Membership consists of at least six NDSU student members, with at least two being executive officers;
4. Operate within Congress of Student Organization Guidelines and NDSU policies;

B. Organizations on temporary status receive the following benefits:

1. Ability to reserve Memorial Union Rooms for recruiting purposes;
2. Opportunities to hang posters/flyers in Memorial Union and You-Are-Here Signs for recruiting purposes;
3. Participation in the Student Organization Fair;
4. Mailbox Assignments.

Section 2 Full Status

A. To receive full status, organizations must comply with the following:

1. The organization must have been in existence and functioning for four months. An organization may bypass the four month temporary period with a unanimous vote of the commission;
2. Organization purposes must be compatible with the educational purposes of the university;
3. Organizations with Inter/National affiliations must uphold the policies and procedures of their parent organization in addition to institutional policies and procedures. In the occurrence of a conflict of policies, university policies supersede those of the parent organization;
4. The organization must submit a completed constitution to the Executive

Commissioner, *Student Government Office* for review;

5. The organization must be up-to-date on the online Student Organization Tracking System;

6. The organization must have representation at all CSO Large Group meetings that are held between the time temporary status is achieved continuing through full status achievement;

7. The organization must submit the following forms to the Student Activities Office (these forms are described under Article V, Section 3):

- Equal Opportunity Assurance form
- Anti-hazing form
- Officer Eligibility form
- Volunteer Service form
- Any other form(s) requested by the Executive Commissioner and/or NDSU

8. Membership must consist of NDSU students;

9. The organization must find an advisor who is an NDSU faculty or staff member..

B.Organizations on full status receive the following benefits:

1 . Usage of any available facility on the NDSU campus;

2. Campus and community promotion of your organization;

3. Receive information on applying for a tax ID number;

4. Issuance of organization NAID;

5. Usage of University listserv;

6. Usage of motor pool;

7. Registering a website on campus;

8. Establish Tri-College entities;

9. Usage of community facilities;

10. Receive funding based on Finance Guidelines;

11 . Request mailing lists for sending out info about your organization's events;

12. Be included on the list of student organizations made available to prospective and current students at NDSU;

13. Vote in the Congress of Student Organizations.

Article IV. Congress of Student Organizations Rating Policy

Section 1 CSO Ratings

Once the commission has moved an organization to full status it is awarded a CSO Rating of five. From then on they will be rated according to the following system:

Level 5 - No violations

Level 4 - One violation

Level 3 - Two Violations

Level 2 - Three Violations

Level 1 - Four Violations

Section 2 Status Assessment

Status will be assessed at the end of every semester by the Executive Commissioner.

1 . Assessment will occur no later than two weeks before finals week in the fall and no later than two weeks before officer transition in the spring.

2. Organizations will not increase or decrease status by more than one level per semester.

3. The following are violations and will result in the loss of one status point:

- CSO Representative absent at a CSO Large Group meeting;
- Failure to update the Student Organization Tracking System;

- Failure to turn in one or more of the following forms by the date determined by the Executive Commissioner:
- Equal Opportunity Assurance form
- Anti-Hazing form
- Officer Eligibility form
- Volunteer Service form
- Any other form(s) requested by the Executive Commissioner and/or NDSU

Section 3 Rating Significance

A. Organizations with a CSO rating of Level 3, 4, or 5 are considered in good standing with CSO and Student Government. These organizations are entitled to all rights and responsibilities of a full status organization. These organizations should consult the Finance Guidelines for information concerning eligibility to receive funding from Student Government.

B. Organizations with a CSO rating of Level 1 or 2 are considered in poor standing with CSO and Student Government. These organizations are not eligible to receive funding from Student Government and may only make reservations in the Union for recruiting purposes.

Section 4 Probationary Status

A. If an organization is at a Level 1, and a subsequent violation occurs, the organization is brought before the commission to be placed on probation. An organization on probation has the same rights and responsibilities of an organization with temporary status.

B. An organization will remain on probationary status for a period of four months during the academic year (August - May).

C. After the four month probationary period, the organization in question will come before the commission for a Small Group meeting. The advisor must be present. If the advisor is not present the meeting must be rescheduled.

D. Depending on the condition of the organization, the commission will choose from one of the following options:

1. Move to reinstate organization to full status (organization will be awarded a CSO standing of 3);
2. Move that the organization remain on probationary status for a set amount of time (not to be longer than a subsequent two months);
3. Move organization to inactive status (organization is no longer recognized, members must reapply for recognition in the same way as a new organization should they choose to do so).

E. The commission shall have the power, with consent of 2/3 of the commission members, to revoke recognition of any organization on probation at any time.

F. An organization placed on probation by the commission, may appeal the decision to the commission.

G. If the matter is not then resolved, the organization may follow an appeals process with the Student Court, as prescribed by the Student Government Code.

Section 5 Status Appeal

All organizations are entitled to appeal their change in status.

1. Organizations must have an opportunity to appeal their status change before finals week in the fall and Student Government officer transition in the spring.

2. The Executive Commissioner will supply Status Appeals for all organizations requesting an appeal.

3. Appeals will be heard using the same process as Small Group meetings.

4. After hearing an appeal, the commission may then take one of the following actions:

- Move to reinstate previous status;
- Move to leave organization on new status;
- Move to table pending further investigation.

Article V. Requirements of Full Status Organizations

After an organization has been recognized either temporarily or in full by the commission, it must fulfill the requirements of recognized student organizations.

Section 1 Congress of Student Organization Large Group Meetings A. All temporary and fully recognized student organizations will appoint a student representative to the Congress of Student Organizations. B. The CSO Representative, or their designated alternate, will attend all Large Group meetings held by the Executive Commissioner. C. Each individual attending the Congress meetings shall represent a maximum of two organizations.

Section 2 Student Organization Tracking System (SOTS)

A. A recognized student organization's president is required to update the SOTS program at the end of every semester by the deadline set forth by the Executive Commissioner.

B. At the time of an organization's officer succession, the outgoing president must sign on and enter the president-elect's IID to transition to the new president.

Section 3 Documents

All documentation must be submitted to the Student Activities Office (Memorial Union 360) by the date specified by the Executive Commissioner. Failure to complete any of these requirements may result in the organization being placed on probation by the commission.

A. Equal Opportunity Assurance Form

Organizations are required to submit a completed Equal Opportunity Assurance form once per year in the fall semester.

B. Anti-Hazing Pledge Form

Organizations are asked to submit a completed Anti-Hazing Pledge once per year in the fall semester.

C. Officer Eligibility Form

Organizations are required to submit a completed Officer Eligibility form once every semester. This form checks the eligibility status of all key officers in an organization.

D. Volunteer Service Form

All organizations funded by NDSU Student Government are required to participate in a community service project within the academic school year and complete the required form. This form is to be turned in by the end of fall semester. Organizations that complete their community service in the spring should still turn in an estimate of what their project will be and then turn in a follow up of exactly what they did once the project is complete.

E. Other Documents

Any other documents deemed necessary by the commission, Student Senate, and/or NDSU are required to be turned in by the date set forth by the Executive Commissioner. Section 4 Constitutional Revisions

A. Organizations are required to submit a new/revised, dated constitution every three years to the Executive Commissioner for review. These constitutions must be turned in before status assessment in the fall semester of the year they are due.

B. The membership, policies, and actions of recognized student organizations should be determined by the by-laws of the organization's constitution. By-laws of the constitution are established by the members of the organization. These are reviewed and revised by the membership when determined appropriate by the organization's members.

C. Constitutions must outline:

1. What, if any, requirements are necessary for becoming a member of the organization;
2. How selection of officers and advisors is carried out;
3. How removal of members and members' appeal of their removal is carried out;
4. Which member will be responsible for representing the organizations at CSO Large Group meetings.

Section 5 Name Change Policy

Student organizations wishing to change the name of their organization must notify the commission for approval of the name change. The commission has final approval of an organization name change and shall inform the Student Senate of all name changes.

Article VI. Student Organization Tracking System Policy

The SOTS program was developed to function as an administrative tool for tracking organizations' statuses, as well as a means of mass communication for keeping student organizations up to date on Student Government and CSO events. The SOTS email program is not to be used as a listserv for the general student body.

Emails sent with SOTS must pertain to:

1. Actions taken by CSO and Student Government regarding budgeting processes and other events pertinent to the maintenance of organizational status;
2. Information and events produced by a student/advisor of an organization that pertains to ALL organizations registered with SOTS.

Final approval of emails sent across SOTS is the responsibility of the Executive Commissioner. Any questions of eligibility should be brought to the commission.

Article VII. Organization Expression/Membership Recruitment Responsibilities

Section 1 Recruitment Policy

The organization must abide by the following terms in regards to recruitment of new members:

1. All recruiting material must contain the name of the organization and its actual affiliations and associations with other organizations;
2. Members of the organization soliciting new members must identify themselves, their organization, and its affiliation with other organizations;
3. Organizations are not to use excessive pressure, harassment, threats, hazing, or any form of coercive tactics to convert, retain, or recruit members.

Section 2 Expression Policy

A. Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions.

1. They are free to support causes by orderly means which do not disrupt the regular and essential operation of the institution.
2. Organizations must make clear to the larger community and NDSU that in their public expressions and demonstrations, students' and organizations' views do not necessarily reflect those of the university.

B. All published materials must contain the name of the organization and its affiliations and associations with other organizations.

Article VIII. Tri/Dual-College Recognition Policy

North Dakota State University, Minnesota State University-Moorhead and Concordia College-Moorhead individually and collectively encourage students to form voluntary organizations for the promotion of common interest. Organizations wishing to recruit and retain membership from more than one Tri-College Institution must complete the guidelines and procedures as well as the recognition process on each campus.

Section 1 Recognition Definitions

A. Tri-College Institutions - North Dakota State University (NDSU), Minnesota State University-Moorhead (MSUM), and Concordia College-Moorhead (CCM);

B. Tri-College Organization - A student organization that has been recognized by all of the Tri-College Institutions;

C. Dual-College Organization - A student organization that has been recognized by two of the Tri-College institutions.

Section 2 Tri-/Dual-College Organization Guidelines

A. New organizations must initiate the recognition process at each institution. Groups seeking continued Tri-/Dual-College recognition must complete the required registration each fall at each of the institutions where they are recognized. Organization records will be maintained at each institution.

B. Membership in Tri/Dual-College Organizations is open to:

1. Current full or part-time students of NDSU and MSUM
2. Current full-time students of CCM
3. Current faculty and/or staff of NDSU, MSUM, or CCM
4. Membership must comply with membership guidelines at each of the participating institutions.

C. A delegation of officers from each campus is required. Officers must meet eligibility requirements of their respective institutions.

D. There must be a faculty or staff member from each participant institution selected to serve as an advisor to the organization.

E. A copy of the proposed Tri-/Dual-College organization's constitution must be turned into the respective office at each institution where the organization is recognized. For approval, the constitution must be consistent with guidelines at each campus where recognition is sought, and be formally approved at each participating institution. Constitutions must be updated and re-submitted every three years.

F. If recognition is obtained at all three institutions, "Tri-College" may be included in the organization's proposed name. If recognition is obtained at two institutions, "Dual-College" may be included in the proposed name.

G. The organization's mission must be consistent with each participating institution's educational mission. The organization needs to comply with the policies and procedures of each respective institution.

H. If recognition is revoked on any of the campuses, the organization's status automatically changes in accordance with these guidelines.

I. Upon recognition, all Tri-/Dual-College organizations assume responsibility for being familiar with and adhering to all organization regulations and policies of all member campuses. Copies of responsibilities and policies related to student organizations and codes of conduct are available at the offices specified in Article VII, Section 3, Line A. Officers and members will be held responsible for individual and group actions. Alleged policy or code violations will be subject to behavior conflict action according to each institution's established procedures.

J. Tri-/Dual-College organizations are responsible for adhering to funding policies at each

member campus. For more information, contact the offices listed in Article VII, Section 3, Line A.

K. Social Fraternities and Sororities are chartered with a single institution and are therefore ineligible for Tri-TDual-College Recognition.

Section 3 Recognition Procedures

A. Information on Tri-College/Dual-College recognition can be picked up from one of the following offices. Questions concerning the recognition procedure should be directed to the offices specified below.

1. North Dakota State University: Student Activities Office (Memorial Union, Room 360). 701-231-7787.

2. Minnesota State University-Moorhead: Office of Student Activities (Comstock Memorial Union, Room 229). 218-477-2790.

3. Concordia College-Moorhead: Office of Student Programming (Fjelstad Hall, Cornerstone Basement). 218-299-4267.

B. The organization is responsible for obtaining all pertinent policy information from each individual institution at the offices listed in Article VII, Section 3, Line A. Examples include, but are not limited to:

1. North Dakota State University, Rights and Responsibilities of Community: A Code of Student Behavior

2. Minnesota State University-Moorhead, Student Organization Handbook

3. Concordia College-Moorhead, Student Rights & Responsibilities Document

Article IX. Funding Policy

Only organizations who meet eligibility criteria established by the commission shall be eligible for Student Government funding through the Finance Commission.

A. An organization must be full status and in good standing with the commission to receive funds from the Finance Commission;

B. Any group that is selective in its membership shall not be eligible for Student Government funding, with the exception of allocation from the Special Projects Funds;

C. For more information please contact the Executive Finance Commissioner or *The Finance Guidelines*.

Article X. Congress of Student Organizations Guidelines Amendment Policy

Section 1 Review of the Guidelines

In the spring of odd-numbered years, these guidelines will be formally reviewed. The group reviewing the guidelines will be called the CSO Review Committee. This committee will consist of the Executive CSO Commissioner and either the Student Body President or Vice President, who will serve as co-chairs, and five Student Senators chosen by the Student Senate. They will meet as needed to complete a thorough review of these guidelines and bring their recommendations to the Student Senate in the form of a Senate bill.

Section 2 Amendments to the Guidelines

The commission, at any time, can bring forth Senate legislation to amend these guidelines as needed with an affirmative vote of the Senate. In addition, Student Senators can bring forth amendments to these guidelines at any time. If a Senator wishes to bring forth an amendment, it will be considered proper procedure to bring the legislation to the commission with an explanation of the intent and necessity of the change. The commission will then make a formal recommendation to the Senate on the proposed changes, which the Executive Commissioner will provide during his/her executive report.

