

# 2019 CONGRESS OF STUDENT ORGANIZATIONS HANDBOOK

PREPARED BY

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EXECUTIVE COMMISSIONER FOR THE CONGRESS OF  
STUDENT ORGANIZATIONS

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# WELCOME

Welcome to the Congress of Student Organizations Handbook of 2019. Student involvement is an important part of the educational experience here at North Dakota State University.

Student Government strives to provide you with the information, support and assistance needed to run your organization smoothly and effectively. Upon the successful establishment and maintaining CSO requirements, you will officially be CSO Recognized and entitled to all the benefits and privileges outlined in this document.

This handbook is designed to provide organization leadership with a guide to the policies and procedures related to student organizations. However, this is only a guide and although it will explain the basic processes and rules governing student organizations, it should be used in conjunction with the university policy website, Student Government website, CSO guidelines and the Student Code of Conduct.

The Executive Commissioner for the Congress of Student Organizations is willing to assist you with any questions or concerns you may have with the material covered in this handbook. Stop by the Student Government office on the first floor of the Memorial Union in the Student Activities Office, or [online](#). You can also email me at [ndsu.sg.cso@my.ndsu.edu](mailto:ndsu.sg.cso@my.ndsu.edu) or call (701) 231-8460.

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## **Executive Commissioner for The Congress of Student Organizations**

The position of the Executive Commissioner for the Congress of Student Organizations is to be a resource for all organizations at NDSU. They are to act as a representative as well to voice the concerns of the organizations to all levels of the University. They are here to provide guidance and structure and hold organizations accountable to the standards set by CSO.

## **CSO Commission**

The CSO commission is made up of three types of commissioners. Commissioners appointed by senate are those student senators who have been hand selected and interviewed by the Student Senate for the commission. At-large commissioners are hand-picked by the Executive Commissioner. And, lastly, the Executive Commissioner chairs the commission. The commission works together to assist in all the duties of CSO like Large Group, Bison Leader Awards, Involvement Expos, and approving new organizations.

## **Advisor**

The advisor for the Congress of Student Organizations helps the Executive Commissioner carry out his/her duties. They are responsible for making sure deadlines are met and organizations are running smoothly under the commissioner.





# NEW STUDENT ORGANIZATION REGISTRATION PROCESS

One of the primary functions of the Congress of Student Organizations (CSO) and the Student Activities Office (SAO) is to provide assistance to student organizations by supporting their growth and development. To ensure this function is carried out, CSO & SAO established a registration process for student organizations. The process is designed to enhance communication between the university and student groups, provide organizations with maximum access to university services, and clearly define the privileges and responsibilities of student organizations.

The following steps are required to establish a new or re-activate a student organization at NDSU:

1. Chose a group name and come up with your purpose(s). The purpose is to establish how your organization will benefit students/NDSU/the community.
2. Review the list of Student Organizations on [MyNDSU](#).  
to ensure no other organization has a similar purpose. If there is an organization that has a similar purpose, contact the officers about joining that organization.
3. Create a roster. For an organization to be recognized as a group they have to have a minimum of 9 eligible members.
4. Think about the classification of your group: academic, graduate, Greek life, honorary, military, religious/cultural, service, special interest or wellness/athletic. Which group would fit your organization best?
5. Determine your membership requirements: Are you selective in any way? Do you have standards that must be met for membership that are above University Standards? Are you exclusive to one group over another? These selections are important because the classification of your organization can have an effect on your ability to receive funding from Student Government.
6. Obtain an advisor. Advisors must be faculty/staff members of NDSU.
7. Create a constitution for your group. A model constitution can be found online on the [Student Government website page](#).
8. If your organization would like to have a bank account you will need to obtain a TAX ID number, which can be taken care of at IRS Taxpayer Services, 657 2nd Ave. N., Room 470 or [here](#).



# NEW STUDENT ORGANIZATION REGISTRATION PROCESS CONT.

Once you have completed all these steps, you are now ready to meet with the Congress of Student Organizations Commission.

1. Fill out this [doodle poll](#) link to sign up for a 15 minute time period to meet with the commission.
2. What to expect at commission: bring a hard copy of your constitution and roster. If you have any meeting minutes so far those are helpful as well. We will ask you to give a little speech about what you have accomplished so far, and your plans once you become an organization.
3. After meeting with the commission, your group (as long as you have met all the requirements and the steps listed above and the commission's vote) will move to Temporary Status upon approval of the Commission. This is a four to 12 month "trial period" in which you group has many of the benefits given to all regular groups (see page 9 for CSO Organization Resources).
4. Soon after temporary status is gained, your organization will want to create a page on [MyNDSU](#). This website is a resource for all of our organizations. When the page has been registered and all the correct information is put in, I will approve it. Once approved, your organization will have full access to all of the features the website has to offer.
5. After the four month period has passed, your organization is eligible to be moved to full-time status. At this point your organization needs to schedule another meeting with the CSO Commission to be moved to full status. It is your organization's responsibility to fill out the doodle poll for a commission time slot. This period will expire after 12 months. If the organization hasn't returned within the time period, they will be inactivated. If the organization wishes to still be an organization, they will have to restart at temporary status after meeting with the CSO Commission.
6. While a temporary status you are eligible for a TORFF (Temporary Organization Request for Funding). Contact the SG Finance office for details at [ndsu.sgfinace@ndsu.edu](mailto:ndsu.sgfinace@ndsu.edu) or at (701) 231-8460.
7. Once full status is achieved, your group will be eligible to receive the full benefits given you maintain CSO requirements.





# CURRENT STUDENT ORGANIZATION RE- REGISTRATION PROCESS

Student organizations at North Dakota State University serve a valuable educational function, offering students the opportunity to join together around cultural, recreational, social, political, and special interest issues, and provide leadership roles for students. These opportunities offer students a special educational experience that significantly contributes to their development as an individual.

One of the primary functions of the Congress of Student Organizations (CSO) and the Student Activities Office (SAO) is to provide assistance to student organizations by supporting their growth and development. To ensure this function is carried out, CSO & SAO established an organization re-registration process. The process is designed to keep our organizations up to date and in compliance with CSO and University expectations.

## **The following steps are required to re-register a student organization at NDSU:**

1. Log into MyNDSU and go to the organization's page that you wish to re-register.
2. Go to the manage option and a blue button that says re-register
3. Update officer information, including adviser. When an organization holds elections or a change in officers occurs, that information needs to be updated on MyNDSU. The officers have the ability to manage the organization's page, therefore it is essential that this information is current.
4. Update constitution. Each organization is required to update their constitution every 3 years. If you are not sure if your constitution needs to be updated, check the ratification date. If there is no ratification date or it is 3 years past the date, then it needs to be updated.
5. Once all the criteria are submitted, you will wait for CSO to check over your registration and approve you. If there are problems with your registration, your organization will be denied and contacted with what needs to be fixed.



# ORGANIZATION MAKE-UP

## **CSO Membership Requirements:**

To ensure the success and sustainability of a student organization at North Dakota State University, each organization is required to have at least 3 officers and 6 members, totalling 9 to be a temporary organization. To move to a full status organization, this number moves up to 15. This requirement is designed to make sure that there is sufficient interest in the organization and that it will sustain itself over time. When an organization falls below 15 members, a current member of the student organization must meet with the Executive Commissioner of the Congress of Student Organizations to create a membership recruitment plan. Exceptions to this policy are handled on a case-by-case basis.

## **Student Organizations' Executive Board/Officers:**

There are several ways your organization may set up your organization's structure. Your organization structure determines the roles of your members and leaders and defines who does what. The positions CSO requires are: President, Vice President and Treasurer. If your organization chooses to have more members to your executive board that is up to each organization individually. Some other officer positions are secretary, public relations executive and co-presidents. This is all based on the functionality of each organization and how they want to see that set up.

## **Officer, Membership, and Information Changes:**

Student Organizations have control over updating and adding to their records through MyNDSU. It is the responsibility of the student organization to keep their information online updated. The Congress of Student Organizations check CSO records and information to ensure that each student organization meets the requirements of being a student organization at NDSU. When an organization has changes to their leadership, they are responsible for updating those officers into the system on MyNDSU. If officers fail to be updated, the organization risks becoming deactivated. Be prompt and transparent with your changes to ensure your organization stays in compliance with CSO.





# ORGANIZATION MAKE-UP CONT.

## **Student Organization Advisors:**

Student organizations should be run by students for students. However, every student organization is required to have an NDSU faculty or staff serving as an advisor. An advisor is a valuable asset to your organization. It is crucial for members of a student organization and the advisor to communicate what their expectations are of each other so they can effectively work together. This conversation should happen when there are new officers, a new advisor, or, at minimum, once a year. Here are some possible expectations:

What a student officer may expect of an advisor:

Meet with the president/officers to be up to date with organization's business

Assist with university procedural matters

Provide suggestions on ways to improve the organization

Assist with goal setting

Attend major CSO events or activities required for advisors

Represent and advocate for the group to the campus community

Serve as a sounding board

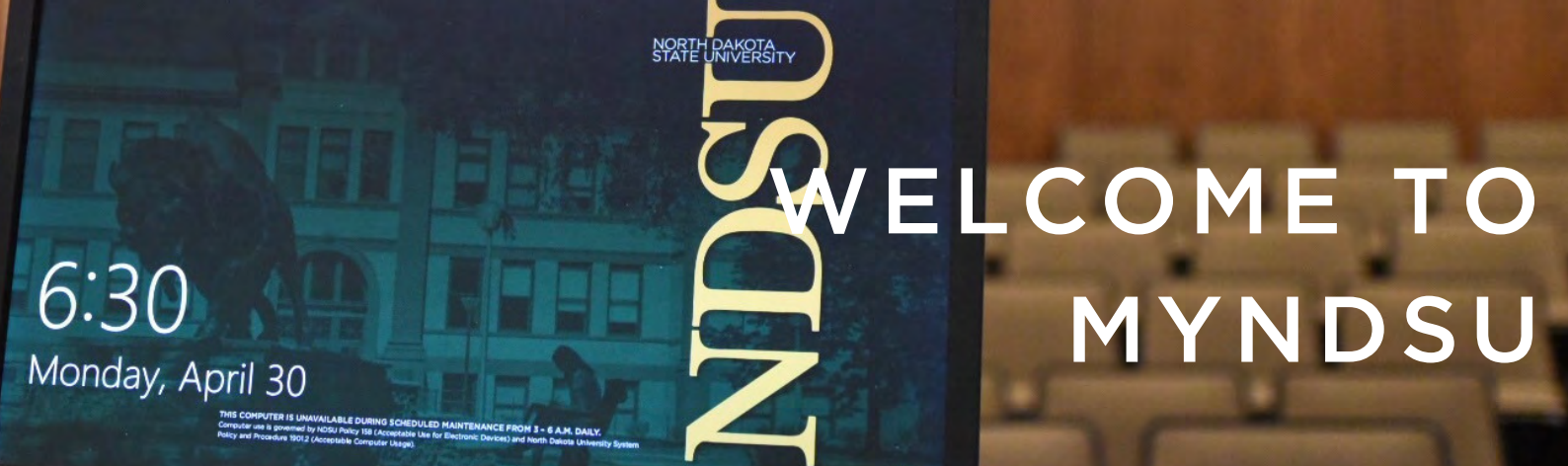
Complete all required paperwork for the organization

Be a mediator for controversy within the organization

The key role of the advisor is to serve as a resource for the organization. Therefore, it is important to spend time establishing expectations of both parties to develop the best collaborative and supportive relationship that serves as a resource for the students.

An advisor is an educator in a non-traditional classroom. An advisor uses personal expertise and perspective to stimulate individual development of members and the overall development of the organization.





The Congress of Student Organizations (CSO) uses MyNDSU as a management tool for our student organizations. MyNDSU is your gateway to involvement at North Dakota State University (NDSU) – from finding out information about events and activities, to joining student organizations, to filling out different required forms – MyNDSU is the place to look. Here’s how to get started:

### **Log into MyNDSU**

When you arrive at the [MyNDSU website](#) you will be asked to log in with your blackboard credentials. You will need to use first.last name and password. When you are logging in for the first time you will be asked to fill out a privacy statement. The privacy statement is the waiver we use should you travel with a student organization or want to become a student leader within a group. Once in the system, you will be taken to your home page.

### **Join a Group**

To join a student organization, you can find the group you are interested in and then click the JOIN button. This will send a message to the current leadership that you are interested and they will either approve or deny your membership. Some of our organizations are selective in nature. If your membership is denied, they will explain the process needed to join the organization. Once you have joined, you will see the organization listed under your memberships on your home page. This creates a quick link to them when you log in.

### **I’m a leader of my group, now what?**

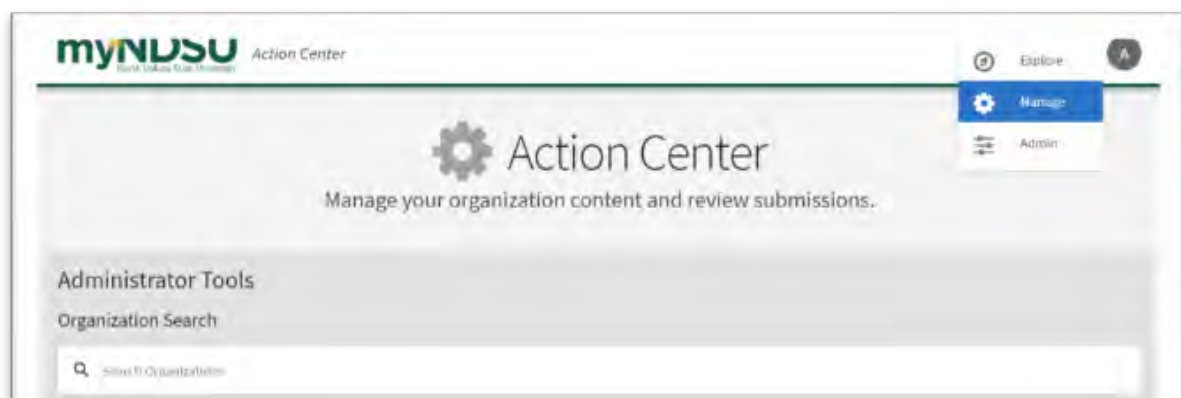
Leaders within an organization have access to the administrative side of the group. As a leader you have access to the Roster, About, Events, News, Gallery (photos), Documents, Forms, Elections, and Service Hours.



## How to Login to Manage Mode

When you log into MyNDSU you will automatically be in “Explore” mode which gives you the view of a student/user. To create or manage your organization, you must switch to “Manager” mode to access the appropriate screens.

- Login to MyNDSU and click on the 9-dot pattern icon to the left of the circle with your initial (or photo) in the upper right corner.
- Select “Manager” from the dropdown list.
- The screen will refresh to bring you back to the home screen.



- Scroll down to select the appropriate organization to manage events.
- All organizations that you have Manager privileges for will appear here.
- Click on the organization you wish to manage.
- Once in the organization click on the menu icon (three parallel lines...looks like a hamburger) in the upper left corner. A menu bar will pop up.
- Scroll down to select the area you wish to work within.



# MYNDSU CONTINUED

You may see any one of the following tools. Click the linked name of the tool to explore a more detailed walkthrough.

**Home:** Action Center Home provides a summary of your organization. On this page, you will see your organization profile photo, the name of the org, the number of members, and the name of the Primary Contact.

**About:** In the About tool, you can update some of your organization's basic details, such as the profile photo, description, summary for the organization directory, contact information, and social media links.

**Roster:** The Roster tool includes your ability to manage positions for the organization, send organization messages, invite members, remove members, and approve pending memberships.

**Events:** The Events tool allows you to create and manage your organization's events. Submit an event request, or manage an individual event, including inviting attendees, tracking participation, or changing an event's details.

**News:** The News tool helps you share what your organization is doing with the community. You can create, edit, and delete News posts from this area.

**Gallery:** The Photo Gallery helps you create a more visually appealing organization homepage. Photos are a great way to show off the exciting things your organization has done! Your gallery photos will be showcased at the top of your organization's public-facing page.

**Documents:** The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization.

**Forms:** Use the Forms tool to move any of your organization's paper forms into Engage. Use forms for sign-ups, interest forms, applications, and more!

**Elections:** The Elections tool allows you to create elections for you organization, for the entire organization to vote on. We do not have the option to do exclusive elections for specific organization members.

**Service Hours:** Your organization can track your Service Hours using this feature. You will be able to submit service hours on behalf of your organization's members.

**Explore View:** Click "Explore View" to navigate to the public-facing page for your organization.

**Action Center Home:** Use this button to return to the general homepage for your Action Center, where you can switch back and forth between Action Centers for different organizations you are involved in.

If you have additional questions about MyNDSU, please contact CSO or the Student Activities Office and we would be happy to assist.





# CSO REQUIREMENTS

The Congress of Student Organizations has requirements set forth for student organizations to maintain their status and remain in good standing with the university. These requirements are for the organizations benefit. Below you can find a list of requirements organizations are to uphold.

## CSO Requirements

1. Enrollment on MyNDSU: ALL student organization officers and members are required to enroll on MyNDSU under their appropriate organization. When officers have enrolled in MyNDSU, they must enroll in their specific student organization as an officer. This is to ensure proper communication between CSO and organizations.
2. Update Officer Information: Whenever an organization holds elections they must update officer information on MyNDSU. If officer information fails to be updated, this could jeopardize the new officers and the organization.
3. Complete Large Group Quiz: Each semester CSO puts together a Large Group Presentation. These presentations contain most of the information that is essential for an organization to function on campus. Each president and treasurer of every organization needs to complete this quiz. An officer can complete one quiz for all the organizations they hold a position in. There is one required Large Group Quiz in the fall, and one required Large Group Quiz in the spring. The Large Group Quiz is open for 30 days and after the deadline, each organization that has not completed the Quiz will be docked a status. Every month that the organization fails to complete the Quiz, they will continually be docked a status.
4. Update Constitution: Each organization is required to update their constitution every 3 years. This is due in January following the year they are due. i.e. 3 years is up in the fall, and needs to be submitted in January.
5. Check Organization Mailbox: Each organization is assigned a mailbox in the Student Activities Office. Organizations are required to check their mail once weekly and empty their mailbox. Organizations that neglect to check/empty their mailbox will lose mail privileges.
6. Submit a Student Government Budget: If an organization is interested in receiving funding from Student Government they must complete a budget request in the Spring for the following year. For more information see page 17 for finance information.



1. Manage university resources wisely, ethically, and according to University & Department guidelines.
2. Adhere to the University's ["Rights and Responsibilities of Community: A Code of Student Conduct"](#) handbook and the ["Constitution of the Student Body of NDSU"](#)
3. Consult with appropriate Departments or University representatives when unusual or potentially risky events are planned (i.e. off-campus events in which alcohol will be present) and fill out the risk management form.
4. If you know alcohol will be served at the event filled out the Alcohol Risk Management Assessment. Needs to be submitted at least 2 weeks prior to the event.
5. Obtain necessary insurance coverage for off-campus organization events.
6. Complete an "Event Planning & Risk Management Assessment" from prior to events, fundraisers, etc.



# ORGANIZATION CRITERIA

## STUDENT ORGANIZATION TIER SYSTEM

In our efforts to maintain consistency from year to year, Student Government categorizes organizations into three tiers. Each tier has requirements that organizations must meet to be in that Tier.

### **Tier 1 Organizations**

A Tier I Organization is defined as an organization which meets these qualifications: 1. The organization provides important services to the entire student body 2. The organization has established a continued and prominent existence in the NDSU community and will continue to remain in existence for an extended period of time 3. The organization requires consistent funding to allow for continued existence and appropriate standing 4. These organizations will receive a percentage of the Student Activity Fee as recommended by the Finance Advisory Board and the Commission, and approved by the Student Senate. Organizations that make up the Tier I organizations are: Athletics, Bison Information Network, Campus Attractions, Campus Recreations and Intermurals, Memorial Union, Performing Arts, Student Government, and The Spectrum.

### **Tier II Organizations**

Tier II Organizations must be recognized by and fulfill the requirements of the Congress of Student Organizations (CSO). In addition, Tier II Organizations must allow any student to be involved in their organization. Any type of membership restriction, objective or subjective, will move an organization from Tier II to Tier III. Tier II Organizations that comply with the CSO Guidelines and maintain a CSO rating of a three, four, or five can request funding through the annual budgeting process.

### **Temporary Tier II Organizations**

Temporary Organizations are Tier II Organizations that have not been granted full status by CSO. Temporary status is for a period of 4 months to a year. They are eligible for some of the benefits offered to organizations on campus. To receive funding from the Student Activity Fee, Temporary Organizations must submit a Temporary Organization Request for Funding (TORFF). The TORFF will be reviewed by the Finance Commission then brought before the Student Senate for approval. Temporary Organizations will not be eligible for Contingency Requests for their first fiscal year.

### **Tier III Organizations**

Tier III organizations must be recognized by and fulfill the requirements of the CSO. Tier III Organizations are defined as student organizations that have qualifications that could restrict interested parties from joining and fairly participating in the organization. Examples of these restrictions include, but are not limited to: Grade Point Average requirements, organizations restricted to individuals of a certain college, major, or enrolled course, groups with unilateral political or religious activities, any type of age (year in school), gender, ethnicity, race, or other diversity restriction and/or any organization with an application or recruitment process in which the organization can grant or refuse membership based on the application or recruitment process. The Finance Commission recognizes that each organization has unique functions. However, to be fair to the student body, the Commission's policy is that it will not fund Tier III organizations through the annual budgeting process or through Contingency Funds. Tier III organizations are only eligible for Special Project Funds.





# ORGANIZATION CRITERIA

## STUDENT ORGANIZATION STATUS SYSTEM

All organizations have a status system along with the Tier. The statuses range from 1-5, 5 being the best. At a status of 5, organizations have full capability to use all of the resources offered on campus. Each time your organization lowers in status, you are eligible for less benefits. At a status of 2, your organization is not allowed to use any services offered by CSO and the university.

### **Temporary Status Benefits:**

1. Use of Memorial Union – 1 hour of reservations per week, 1 contact table during temporary status & opportunities to hang posters in the MU - 3 flyers a week
2. Reserving space in the Wallman Wellness Center (Contact the Wellness Center at [jobey.lichtblau@ndsu.edu](mailto:jobey.lichtblau@ndsu.edu))
3. Access to PR ThunderBolts (student resource sheets) & CSO Handbook
4. Participating in the Fall & Spring Involvement Expos (Leaders will receive information how to participate via email)
5. Mailbox Assignment in the Student Activities Office
6. A MyNDSU page used for organization communication and promotion
7. Receive Funding based on Finance Guidelines for a TORFF (Questions? Email [ndsu.sg.finance@ndsu.edu](mailto:ndsu.sg.finance@ndsu.edu))

### **Full Status Benefits (Status of 3 or higher):**

1. Use of Memorial Union – 6 hour of reservations per week, 1 special event per semester, contact table, display cage & opportunities to hang posters in the MU - 3 flyers a week
2. Reserving space in the Wallman Wellness Center (Contact the Wellness Center at [jobey.lichtblau@ndsu.edu](mailto:jobey.lichtblau@ndsu.edu))
3. Access to PR ThunderBolts (student resource sheets) & CSO Handbook
4. Participating in the Fall & Spring Involvement Expos (Leaders will receive information how to participate via email)
5. Mailbox Assignment in the Student Activities Office
6. A MyNDSU page used for organization communication and promotion
7. Receive Funding based on Finance Guidelines (Questions? Email [ndsu.sg.finance@ndsu.edu](mailto:ndsu.sg.finance@ndsu.edu))
8. Eligibility for the Dining Grant (\$150 – see Dining Services in [fill out](#) Memorial Union lower level for further information)
9. Campus & Community Promotion of your Organization (Questions? Contact the Executive Commissioner of PR)
10. Usage of Newsfeed announcements based on status rating the Newsfeed Submission form under Technology
11. Student Organization Printing Card
12. Usage of Campus and Community Facilities
13. Be included on the list of student organizations available to prospective and current students
14. Available organization storage space and use of MU Student Activities Resource Room

### **Probationary Status (Status below a 2):**

1. Restricted from using any facility on campus.
2. All mail sent to advisor/acting advisor.
3. Must meet with the CSO Executive Commissioner before being reinstated.
4. If you are found to be violating these probations, the commission will not recognize your organization for a period of no longer than three years. This will be effective from the date of discovery.



# MEMORIAL UNION AVAILABLE RESOURCES

## **Temporary Status Student Organizations:**

Student Organizations are in temporary status for 4 months. During this time period they are eligible for 1 hour per week for meetings, allowed to submit 3 flyers and only 1 contact table during temporary status.

## **Full Status Student Organizations:**

Full status groups in good standing (status 3 or higher) are allowed full privileges of a recognized organization. They are able to book 6 hours per week for meetings, 1 special event per semester, submit 3 flyers, reserve promotional spaces and apply for the Dining Grant.

## **Customer Service Reminders:**

Customer Service Reminder forms are completed when groups do not follow policy guidelines. After 3 times, they lose privileges in the building for a one-year period.

\*Student groups falling below a status of 3 are put on probation and are not allowed to reserve space in the MU.



# PUBLIC RELATIONS

The Student Government Public Relations Commission and Memorial Union worked to compile a list of potential ways to help promote your organizations. Below are resources available to your organization as being a recognized student organization.

## **On-Campus PR Options for your Organization**

### **Newsfeed Announcements:**

Newsfeed is a listserv that gets sent twice a week. Submit your newsfeed announcement on the Newsfeed Submission Form on the Student Government Website. Make sure it is formatted correctly.

### **NDSU Spectrum Article:**

The Spectrum is the official newspaper for students at North Dakota State University, you can contact the spectrum to have them possibly feature your event in a news article.

### **Memorial Union Contact Table:**

Contact MU reservations to have a contact table in the Memorial Union. Contact tables are great ways to set up information, get the word out, and meet fellow students.

## **On-Campus Creative Assistance**

### **Design and Sign:**

Design and Sign is located on the first floor of the Union, across from the bookstore. It is a great way to create various items with your organization information on there.

### **Document Imaging:**

Paper documents can be scanned and converted into electronic images that are stored on a secure server and can easily be searched for and viewed by users. Contact [Andrew.j.klein@ndsu.edu](mailto:Andrew.j.klein@ndsu.edu)

### **Student Government's Public Relations Commission:**

Student Government's Public Relations Commissioner and their commission are available to provide consultations to organizations on how to most effectively promote a group or event on campus.

### **Thundar Bolts**

Thundar Bolts provides organizations with advertising options on campus. This includes academic buildings, dining centers, wellness center, and Memorial Union.





**As a recognized student organization you have the privilege of booking space a meeting or event on campus. When booking space in the Memorial Union you will need to visit the NDSU Memorial Union Administration Office located on the second floor of the Memorial Union to get the correct paperwork to reserve the space. Below are steps to help guide you in this process.**

## **Memorial Union Reservation Guidelines for Student Organizations**

### **New Student Organizations**

New Student Organizations just forming are permitted the following reservations as a means of recruitment prior to applying for CSO Recognition:

- 1 meeting (1 hour) or 1 contact table
- Allowed to submit 1 flyer

### **Temporary Status Student Organizations**

Student Organizations are in temporary status for 4 months to 1 year. During this time period they have the following privileges until they have applied for Full Status recognition:

- 1 hour per week for meetings
- Allowed to submit 3 flyers
- 1 contact table during temporary status period

### **Full Status Student Organizations**

Full status groups in good standing (status 3 or higher) are allowed full privileges as follows:

- 6 hours per week for meetings
- 1 special event per semester
- Allowed to submit 3 flyers
- Allowed to reserve promotional spaces (contact tables, poster frames, etc.)
- Eligible to apply for the Dining Grant

### **Customer Service Reminders**

Customer Service Reminder forms are completed when groups do not follow policy guidelines. After 3 times, they lose privileges in the building for a one-year period.

\*Student groups falling below a status of 3 are put on probation and are not allowed to reserve space in the MU.

The form needed for a MU Room request is titled [Room Reservations Form](#). For reserving a request for a display cage needed when planning an event the paper work is [Promotional Reservations Form](#).

Steps in Reserving Rooms and Promotional Space in the Memorial Union Space:

## **Steps in Reserving Rooms and Promotional Space in the Memorial Union Space:**

1. Fill out the proper link for which reservation request you are making. A list of resources can be found on the Memorial Union Operations page on the [NDSU website](#).
2. If your organization has any questions the staff in Memorial Union Administrative Office will be happy to assist. Their email is listed here, [ndsu.mu.eventservices@ndsu.edu](mailto:ndsu.mu.eventservices@ndsu.edu), or you can stop into Room 246 in the Memorial Union.
3. Read the Memorial Union Policies for reserving rooms to ensure your organization is following all policies when using space within the Memorial Union.

If your organization is unable to find an available date in the Memorial Union, consider another building on campus. Visit the Registrar's Office or [webpage](#) for information how to book a classroom space.



# OTHER DOCUMENTS AND INSTRUCTIONS

## **Memorial Union Dining Services - Dining Grant**

From a gracious grant from Dining Services we are able to allow student organizations to apply for a catering grant of \$150. There is a set amount of \$6,000 allocated each semester for the Dining Grant, and once the funds have been used there are no more requests accepted until the following semester. So if you are interested, get a jump start on this form. If your organization is interested in applying you must be a Full Status organization in good standing with at least a status of 3. You will need to follow the procedure below.

1. Reserve your room in the Memorial Union at the Memorial Union Administration Office.
2. Apply for the grant and submit it for approval. Forms are available in the lower level of the Memorial Union in the Union Dining Center Office.
3. You will receive a phone call or email letting you know whether the grant was approved.
4. Once approved pick up the grant approval slip from the Union Dining Center Office and submit the slip to the Memorial Union Administration Office to place the order.

\*For additional information, locate the Hospitality Grant pdf on the CSO page on MyNDSU under the documents section.

## **Accounts Payable**

NDSU Accounts Payable or billing statements from the university are sent out monthly to the organization that has a bill or outstanding balance that is due. This mail is sent to organization's mailbox in the Student Activities Office. If the balance of the bill has not been paid within thirty days there will be a late charge of 1.75% to the balance. This late charge will be assessed monthly until the bill is paid in full. If your organization has further questions stop by Old Main 11 or stop by One Stop to check your balance.

## **CSO Guidelines**

The Congress of Student Organization's guidelines are established to provide quality resources and information pertinent to the sustainability of all campus organizations. These guidelines help ensure all organizations are supported in a way that is consistent, fair, and equal to all organizations. To view these guidelines visit the documents section on the CSO Page on MyNDSU.

## **Model Constitution**

In order to be recognized as an organization you must have a constitution. The following constitution format has been approved by the NDSU Congress of Student Organizations Commission and is to serve as a model in writing your organization's constitution. A model constitution can be found [here](#), under the CSO section. Each Article and Section topic should be addressed in your constitution, except with those marked optional. Certain items are required, and marked as such. When you have completed your constitution, it must be submitted to your organization's MyNDSU page. If you have any questions or concerns please contact the CSO Commissioner.

A photograph of a large, modern university building at night, with many windows illuminated from within. The building has a mix of stone and brickwork. The title text is overlaid on this image.

# OTHER DOCUMENTS AND INSTRUCTIONS CONT.

## **Student Organization ID - PeopleSoft Number**

You can obtain this number by contacting the Executive Commissioner during their office hours or at the Commissioners email ([ndsugsgcsos@ndsu.edu](mailto:ndsugsgcsos@ndsu.edu)). This number is how your organization will be billed, and how you can book facilities on campus.

## **Tax ID Number**

Follow these instructions to obtain a Tax ID Number:

1. Go To: [www.irs.com](http://www.irs.com), Search EIN
2. Click: Apply for an EIN Online
3. Scroll Down and Click: APPLY ONLINE NOW, then the BEGIN APPLICATION button
4. Click: View Additional Types, Including Tax-Exempt and Governmental Organizations, then the Continue Button.
5. Click: Other Non-Profit/Tax-Exempt Organizations, then the Continue Button.
6. Click: Banking Purposes, then the Continue Button.
7. Click Individual, then the Continue Button.
8. Please fill out all information on this page and then click the Continue Button.
9. On this page you may put NDSU's mailing address, BUT DO NOT MAKE IT YOUR PRIMARY MAILING ADDRESS. Click Yes next to the question asking: Do you have a different mailing address if you use NDSU's mailing information, then the Continue Button.
10. Fill out this page for where your primary mailing address and then click the Continue Button.
11. Fill out all the details about your organization on this page and then click the Continue Button.
12. All responses on this page should be NO, and then click the Continue Button.
13. Final steps on the website are very straightforward. Make sure you go all the way through step 5 on the website to obtain your Tax ID Number.



## Student Organizations

NDSU Operates on a 3 tier system for Student Organizations

Tier 1 - Large organizations that impact all students on a 'daily' basis

Ex: Library, Recreation & Wellness, Student Government, Athletics, etc.

Tier 2 - Smaller, specific organizations that are open to all students

Ex: Horticulture and Forestry Club, DECA, Accounting Club, Club Sports, etc.

Tier 3 - Small organizations that are NOT open to all students

Ex: Fraternity and Sororities

Funding:

- Tier 1 funding is the largest and essentially these organizations are given a 'lump sum' budget every year, for which they can then allocate spending for, so long as they are able to prove what they spent it on.
- Tier 2 funding on an organization level is much smaller (capped at \$25,000 per organization). These organizations must prove the precise line item expenses they will be spending their budget on DURING budgeting to be budgeted for those items. These organizations also operate on a reimbursement basis.
- Tier 3 - Limited to no funding.

## Diversity and Inclusion

### 1. Multicultural and Educational Programs (MEP)

MEPs provide opportunities for diversity and inclusion amongst the student body.

Typically we have organizations focused on a specific culture or heritage apply for MEPs (Native American groups and various Foreign Student Associations).

MEPs can be applied for by Tier 2 organizations on the basis of a few pillars:

1. Free to all Students
2. Within close proximity to campus
3. Provide an educational or cultural experience
4. Advertisement takes place in advance



# FINANCE CONT.

## **Sustainability**

Our sustainability lies largely in effective budgeting of our Tier 2 organizations as well as the mindfulness of larger Tier 1 organizations that their spending requests (budgets) can put on the student body in terms of inevitable fee increase.

## **Transportation**

Student Government (through the Student Activity Fee) helps fund our BikeShare program on campus. MAT bus is funded by the University through its own system.

## **Other Information**

We allow Tier 2 student organizations to apply for in-year requests for items and/or events in which they could not effectively budget for or otherwise foresee during the budgeting process. For this, we have a commission of Zach, Chad and 3 Student Senators and 5 at-large members to go over and recommend funding for or against to the student senate for approval.

For more information, contact Chad Blank and Zachary Sanger at [ndsu.sg.finance@ndsu.edu](mailto:ndsu.sg.finance@ndsu.edu)



# STUDENT COURT OF JUSTICE

The Student Court of Justice is the body which hears and resolves all complaints involving a violation of the rules within or between student organizations. A complaint may be filed by any student of NDSU by following the instructions on the complaint form which is available on the [Student Court web page](#).

The Court also hears appeals of certain decisions which affect student organizations. Student organizations are entitled to an appeal with regard to the following decisions: (1) changes in status, including being placed on probationary or disabled status or being denied reinstatement of good standing; (2) being denied temporary status on the grounds of being too similar to an existing organization; and (3) being placed in a given tier (which the organization does not agree with). Items 1 and 3 must be appealed to the CSO Commission first, then, if the issue is not yet resolved to the organization's satisfaction it may be appealed to the Student Court, whose decision shall be considered final. Item 2 may be appealed immediately to the Court, whose decision shall be considered final. Note that the Student Court reserves the right to summarily dismiss any appeal it deems frivolous.

Appeals can only be brought to the Court by an officer of the club which is seeking the appeal. To file an appeal, contact either the Executive Commissioner of the Congress of Student Organizations or the Chief Justice of the Student Court (depending on whether you have to appeal to CSO first). The contact information for both individuals can be found on the [NDSU Student Government website](#).