

NORTH DAKOTA STATE UNIVERSITY

Congress of Student Organizations

OFFICIAL GUIDELINES
(REVISED February 12, 2024)

Title 1 Preamble

- 1.1 The purpose of the Congress of Student Organizations (CSO) and Student Government is to provide quality resources and information pertinent to the sustainability of all Student Government recognized student organizations. The CSO Commission and the Executive Commissioner of the Congress of Student Organizations is responsible for enforcing the CSO Guidelines and University Policies and Procedures in a consistent, fair, and equal way to all student organizations.
- 1.2 A student organization recognized by the Congress of Student Organizations is defined as a group of undergraduate and/or graduate students who come together to promote or celebrate a common interest. These organizations are run by the students of NDSU for the students of NDSU.
- 1.3 Due to the unique structure and operations of fraternities and sororities, the office of Fraternity and Sorority Life, along with the Congress of Student Organizations (CSO) will work in collaboration to ensure parity and equity in the recognition oversight of these entities. Fraternities and sororities will follow all CSO Guidelines in order to receive the benefits of being a student organization, including but not limited to, room reservations, contact table usage, student organization pricing, etc. CSO recognizes that the recruitment structure for these organizations differs greatly from that of a traditional student organization and will handle guideline discrepancies on a case-by-case basis in tandem with the Coordinator for Fraternity and Sorority Life / Fraternity and Sorority Life leadership.

Title 2 Membership Duties

2.1 The Congress of Student Organizations Commission

- 2.1.1 The CSO Commission will consist of the Executive Commissioner of the Congress of Student Organizations, three Senators appointed by Student Senate and at least one but no more than three students-at-large appointed by the CSO Executive Commissioner and approved by the Student Senate.
- 2.1.2 The purpose of the CSO Commission is to assist in the recognition, training, and administration of student organizations. The CSO Commission is responsible for coordinating various awareness and training events and determining organizations' eligibility to receive Student Activity Fee funding.
- 2.1.3 The CSO Commission will also consist of a permeant sub-commission tasked with facilitating and helping with the creation of new organizations.

2.2 Organization Support Crew

- 2.2.1 The Organization Support Crew, herein referred to as 'OSC' is a mentorship program run by the CSO Commission in which Commissioners act as a mentor to new or struggling organizations.
 - 2.2.1.1 Mentors will be available to provide one-on-one support to their designated organizations;

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- 2.2.1.2 OSC will present at status boost events;
- 2.2.1.3 Mentors will be assigned by the CSO Executive Assistant with no more than three (3) organizations assigned to a mentor per semester,
- 2.2.1.4 Mentors can be assigned to an organization at the time a club falls to a CSO Standing of two (2) or when the student representatives meet with the Commission to become a Temporary organization.

2.2 Duties of the Commission

2.3.1 Duties of the CSO Executive Commissioner

- 2.3.1.1 Represent the concerns of student organizations to all levels of the University;
- 2.3.1.2 Meet with representatives from student organizations to determine organization needs and to clarify requests brought before the CSO Commission;
- 2.3.1.3 Preside at all CSO Commission meetings or provide a delegate when needed;
- 2.3.1.4 Establish a convenient meeting time for the CSO Commission;
- 2.3.1.5 Prepare an agenda for each CSO Commission meeting and present to the CSO Commission as necessary;
- 2.3.1.6 Inform the Student Senate, Student Government Executives, and Student Activities Office of business conducted by the CSO Commission;
- 2.3.1.7 Maintain accurate filings of all CSO Commission business and make these files available in the Student Government Office and through Student Government online resources;
- 2.3.1.8 Work with the Student Activities office on the planning and implementation of all CSO Commission activities, including but not limited to the Student Involvement Expo, organizational trainings, CSO Commission meetings, Adviser Training(s) and the Bison Leader Awards (BLA);
- 2.3.1.9 Administrate the Congress of Student Organizations' myNDSU page;
- 2.3.1.10 Prepare and process CSO student organization online documentation
- 2.3.1.11 Maintain the Master Organization Document with assistance from the Student Activities Office;
- 2.3.1.12 Carry out all meetings by the times set forth in these guidelines and CSO Commission activities in an appropriate and timely manner;
- 2.3.1.13 Complete all other duties that are vital to the function of the CSO Commission;
- 2.3.1.14 Establish eligibility and agreements with the Memorial Union for Student Organization use of the Memorial Union services;
- 2.3.1.15 Meet Bi-weekly with the CSO Advisor.
- 2.3.1.16 Manage CSO social media.

2.3.2 Duties of the Commission Members

- 2.3.2.1 Attend Commission meetings, required presentations, and any other CSO Commission activities unless excused by the CSO Executive Commissioner;
- 2.3.2.2 Act as liaisons between student organizations and the CSO Commission;
- 2.3.2.3 Be responsible for tasks delegated by the CSO Executive Commissioner;
- 2.3.2.4 Enforce CSO Guidelines and University policies and procedures pertaining to student organizations when recognizing student organizations;
- 2.3.2.5 Execute all other duties that are vital to the function of the CSO Commission.

2.3.3 Duties of the Commissioners as Mentors

- 2.3.3.1 Commissioners work with CSO Executive to mentor up to 3 clubs at a time through OSC. If it is deemed necessary for a club to have a mentor and no commissioner claims them, the club will be assigned to a commissioner at the discretion of the CSO Executive Assistant;

- 2.3.3.2 Each Commissioner must claim one presentation topic to present at OSC. If no one claims a topic, it will be assigned at the discretion of the CSO Executive Assistant;
 - 2.3.3.3 Act as a resource for clubs through the process of New, Temporary, and Full Status;
 - 2.3.3.4 Respond to emails from mentored clubs within 3-5 business days;
 - 2.3.3.5 Attend one required OSC presentation beyond the meeting the commissioner presents at. One of these additional meetings must be the first OSC presentation of the year; the other can be attended at any time during that academic year.
- 2.3.4 Duties of the Congress of Student Organizations Adviser(s)
- 2.3.4.1 Act as liaison(s) among the student organizations, the CSO commission and the University;
 - 2.3.4.2 Assist with carrying out CSO events and activities;
 - 2.3.4.3 Ensure continuity between CSO Executive Commissioners;
 - 2.3.4.4 Maintain and promote the prosperity and continued success of the CSO Commission.
- 2.3.5 Duties of the Executive Commissioner Assistant
- 2.3.5.1 Schedule at least 5 OSC Presentations per semester;
 - 2.3.5.2 Create and/or edit the presentations given at OSC meetings to keep them up to date;
 - 2.3.5.3 Coordinate the mentorship program;
 - 2.3.5.4 Remain in contact with commissioners to ensure their contact with mentees
 - 2.3.5.5 Meet with other Student Government Executives to acquire basic facts, knowledge, and answers to mentee frequently asked questions;
 - 2.3.5.6 Obtain reservations for rooms to host OSC meetings;
 - 2.3.5.7 Create MyNDSU events for OSC meetings;
 - 2.3.5.8 Assist in maintaining attendance of CSO Commission Members for committee meetings and OSC presentation attendance;
 - 2.3.5.9 Work with clubs with a CSO Point standing of 2 or lower on how to boost their CSO Status and provide guidance.
 - 2.3.5.10 Assist in managing CSO social media.

Title 3 Congress of Student Organizations myNDSU

3.1 The CSO myNDSU page, as well as the student organization administration website, were developed to function as an administrative tool for tracking student organizations' standing, CSO Classification, and Finance Classification. In addition, it is a means of mass communication for keeping student organizations up to date on Student Government and CSO information/events. Student Government and CSO have ownership and full administrative privileges of CSO myNDSU page. The CSO Executive Commissioner has full discretion of the NDSU Branch and its contents relating to student organizations.

3.1.1 myNDSU Page Policy

- 3.1.1.1 Each recognized Student Government organization is assigned one myNDSU page. This page is to be used as a communication tool within the organization's members, officers and advisers;

- 3.1.1.2 All organizations' officers must be enrolled in the organization's page as an officer and removed of officer role when they leave office. Organization officers are required to keep the officer roster up to date;
- 3.1.1.3 Student membership of an organization's myNDSU pages must be current NDSU students;
- 3.1.1.4 Student Organization myNDSU pages are created for Student Government approved organizations' use only. Any additional pages created must be approved by the CSO Executive Commissioner. Final approval is with the Executive Commissioner of the Congress of Student Organizations.
- 3.1.2 Branch Communication
 - 3.1.2.1 The NDSU Branch is not to be used as a mass email tool for the general student body. Emails sent with the NDSU Branch must pertain to:
 - 3.1.2.2 Actions taken by CSO and Student Government regarding budgeting processes and other events pertinent to the maintenance of organizational standing;
 - 3.1.2.3 Information determined appropriate by the CSO Executive Commissioner;
 - 3.1.2.4 Information and events produced by a student/adviser of a student organization that pertains to ALL student organizations and approved by the CSO Executive Commissioner.
 - 3.1.2.5 Message cannot be a political endorsement.

Title 4 Standard Operating Procedures

- 4.1 Any business or action taken by the CSO Commission will not violate University Policy/Procedure, State Board of Higher Education Policy/Procedure, Student Senate Policy/Legislation, or Local, State, and Federal Law.
- 4.2 CSO Commission Meeting Policy
 - 4.2.1 All meetings will be conducted in accordance with Robert's Rules of Order Newly Revised unless approved by the CSO Executive Commissioner;
 - 4.2.2 A quorum will consist of 2/3 of the voting members of the CSO Commission;
 - 4.2.3 Any CSO Commission member having two or more unexcused absences per semester from regularly scheduled meetings will be removed from the CSO Commission with a simple majority vote, recommended by the CSO Executive Commissioner. If the CSO Commission decides to not remove the member in question, they may set forth criteria that the member in question must follow to remain on the CSO Commission. If the member in question does not abide by that criterion, the CSO Executive Commissioner has the right to remove that member without a second vote by the CSO Commission;
 - 4.2.4 No member of the CSO Commission may vote on an issue pertinent to a student organization of which the individual is a member;
 - 4.2.5 CSO Commission meetings will be held weekly each fall and spring semester unless deemed unnecessary by the executive commissioner. During the spring semester CSO Commission meetings must be concluded prior to officer transitions;
 - 4.2.6 Student organizations will have one year after being placed on temporary classification to request recognized classification; student organizations that fail to do so by this time will be disabled;
 - 4.2.7 Student organization officers will come before the CSO Commission at the time designated by the CSO Executive Commissioner. The officer(s) will present on

their student organization's classification and their request for classification change;

- 4.2.8 Student organizations requesting recognized classification must have an executive officer attend the CSO Commission meeting at which the classification request is being heard. If an executive officer cannot attend, the CSO Executive Commissioner must be made aware of which member(s) are attending and what their affiliation with the student organization is prior to the meeting;
- 4.2.9 After the classification request has been heard and any pressing questions have been asked, discussion and votes on actions or sanctions relating to that organization should immediately follow. The organization representative(s) will be asked to leave the room during deliberation but may be called for additional questions by the CSO Commission. The CSO Commission may take any of the following actions, though it may consider other actions as long as they are within the CSO Commission's jurisdiction:
 - 4.2.9.1 Move to temporary/conditional classification;
 - 4.2.9.2 Move to change the classification to recognized with a standing of five;
 - 4.2.9.3 Move to deny classification, with reasoning to why the organization was not approved, including documentation in the minutes;
 - 4.2.9.4 Move to place on probation with terms to be specified;
 - 4.2.9.5 Move to classify temporarily contingent upon completion of tasks as assigned by the CSO Commission
 - 4.2.9.6 Move to change classification from non-competitive to competitive;

4.3 Mandatory Leader Training (MLT) Policy

- 4.3.1 Required MLT will be held once in the fall and spring semesters. Subsequent meetings will be called at the discretion of the CSO Executive Commissioner;
- 4.3.2 All full status, temporary status, Tier II, and Tier III organizations are required to attend each MLT; exemptions are at the discretion of the CSO Executive Commissioner;
- 4.3.3 The required officer(s) must complete the MLT by the deadline set forth by the CSO Executive Commissioner;
- 4.3.4 The planning and execution of Large Group meetings will be overseen by the CSO Executive Commissioner with the help of the CSO Commission and a representative from the Student Activities Office;
- 4.3.5 The meetings will serve to provide information to student organizations that is pertinent to the maintenance of their CSO status, student organization policies/procedures, resources as well as any other information that the CSO Executive Commissioner feels is relevant;
- 4.3.6 The CSO Executive Commissioner will offer at least one optional opportunity to move up a standing each semester at the discretion of the CSO Executive Commissioner.

4.4 Adviser Leadership Training Policy

- 4.4.1 Adviser Leadership Training will be held annually with additional meetings at the discretion of the CSO Executive Commissioner and the Student Activities Office;
- 4.4.2 The planning and execution of meetings will be overseen by the CSO Executive Commissioner with the help of the CSO Commission and the Student Activities Office;
- 4.4.3 The trainings will serve to provide information to student organization advisers that is pertinent to improving the advisers' ability to serve the student organizations they are advising.

Title 5 Recognition Policy

5.1 The Tier System

5.1.1 In an effort to maintain consistency from year to year, organizations are categorized into three tiers.

5.1.1.1 Tier I: A Tier I entity is defined as an organization which meets these qualifications:

5.1.1.1.1 The organization provides important services to the entire student body;

5.1.1.1.2 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;

5.1.1.1.3 The organization requires consistent funding to allow for continued existence and appropriate standing;

5.1.1.1.4 These organizations will receive a percentage of the Student Activity Fee as recommended by the Finance Advisory Board and approved by the Student Senate. They include Athletics, Bison Information Network, Campus Attractions, Campus Recreations and Intramurals, Memorial Union, Performing Arts, The Spectrum and Student Government.

5.1.1.2 Tier II: A Tier II student organization must allow any student to be involved in their student organization. Any type of objective membership restriction will move a student organization from Tier II to Tier III. Tier II student organizations charging dues must allow their non-due paying members to participate at some level in the student organizations' activities, including but not limited to; general meetings, events, etc. Organizations that are non-competitive and academic in nature may restrict membership to undergraduate or graduate students, or primarily serve one of those two populations, and still be considered Tier II so the unique needs of undergraduate and graduate students can be more adequately served. Competitive Organizations may restrict membership based on skill and league requirements.

5.1.1.2.1 Skill is defined as any objective, quantifiable, distinction among activities members is required to perform within an organization.

5.1.1.2.2 League requirements are defined as any membership requirement or restriction that are set by a governing organization in which the student organization is affiliated with.

5.1.1.3 Tier III: A Tier III student organization is defined as a student organization that has a qualification that could restrict interested students from joining and fairly participating in the student organization. Examples of these restrictions include, but are not limited to

5.1.1.3.1 Grade Point Average requirements;

5.1.1.3.2 Specific Major Requirements;

5.1.1.3.3 Any student organization with an application or recruitment process in which the organization can grant or refuse membership based on the application or recruitment process. The CSO Commission in conjunction with the Student Court has the right to determine which tier an organization may fall under, on a case-by-case basis.

5.2 Classification

5.2.1 In an effort to maintain consistency from year to year, organizations are categorized into three (3) classifications:

5.2.1.1 Temporary/Conditional Classification: To receive temporary/conditional classification, student organizations will first contact the CSO Executive Commissioner concerning recognition procedures. The student organization must then fulfill the following requirements:

- 5.2.1.1.1 Fill out a new organization registration submission on myNDSU, which includes your constitution, list of members, leadership, etc. and meet with the CSO Executive Commissioner and the CSO Commission to discuss the purpose, mission, goals and the benefits to the NDSU campus community;
 - 5.2.1.1.2 Having membership consisting of at least nine NDSU student members, with at least three being executive officers to obtain temporary status and fifteen NDSU student members, with at least three being executive officers to obtain full status;
 - 5.2.1.1.3 The three recognized executive officers are the President, Vice President and Treasurer. These members must be NDSU students and adhere to the NDSU Rights and Responsibilities of Community: A Code of Student Behavior;
 - 5.2.1.1.4 Prior to recognition at temporary/conditional classification, all officers and adviser must enroll in the student organization's myNDSU page and enroll as leaders
 - 5.2.1.1.5 Operate within CSO Guidelines and NDSU policies/procedures.
 - 5.2.1.1.6 Have an adviser that is a NDSU staff or faculty member.
- 5.2.1.2 **Recognized Classification:** To receive recognized classification, student organizations must adhere to the temporary status requirements (as stated in Section 5.2.1.1), as well, as comply with the following:
- 5.2.1.2.1 Have been in existence and functioning for a minimum of 16 weeks as a recognized temporary student organization. The organization should meet with a representative of CSO before returning for the CSO Commission meeting within 12 months of their temporary status approval date. An organization may bypass the 16-week temporary status period with a unanimous vote of the CSO Commission;
 - 5.2.1.2.2 Purposes must be compatible with the educational purposes of the university;
 - 5.2.1.2.3 International/national affiliated organizations 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;
 - 5.2.1.2.4 Maintain and keep up-to-date information on their student organization's myNDSU Page.
- 5.2.1.3 **Inactive Classification:** An organization that is no longer active on campus. Inactivation occurs when:
- 5.2.1.3.1 A recognized organization leader request through email to the CSO Executive Commissioner or adviser to be inactivated;
 - 5.2.1.3.2 When an organization falls in poor standing with the CSO commission, the CSO Executive Commissioner may inactive a group.
 - 5.2.1.3.3 If an organization falls to a CSO standing of 2, the organization's student leadership will receive an email notification.
 - 5.2.1.3.4 If an organization falls to a CSO standing of 1, the organization student leadership will receive an email notification and must respond within two weeks of the email being sent.
 - 5.2.1.3.4.1 If no response is received, the organization will go before the Commission for potential deactivation.
- 5.2.2 **Classification Benefits**
- 5.2.2.1 **Temporary/Conditional Classification Benefits include:**
- 5.2.2.1.1 Be included on the list of student organizations made available to prospective and current students at NDSU;
 - 5.2.2.1.2 Ability to reserve Memorial Union space (limited to one hour per week, and one contact table during their temporary classification period);

- 5.2.2.1.3 Opportunities to hang posters/flyers around campus, use of the Memorial Union Digital Marketing locations, and use of the NDSU TV Campus Life Channel;
- 5.2.2.1.4 Participation in the Fall and Spring Student Involvement Expos;
- 5.2.2.1.5 A mailbox assignment in the Student Activities Office;
- 5.2.2.1.6 Usage of the CSO Resource Room in the Student Activities Office;
- 5.2.2.1.7 A student organization myNDSU page;
- 5.2.2.1.8 Funding according to Student Government Finance Code;
- 5.2.2.1.9 Usage of Thunderbolt resource sheets;
- 5.2.2.1.10 Eligibility to open a student organization checking account.
- 5.2.2.2 Recognized Classification Benefits include everything in temporary/conditional in addition to the following:
 - 5.2.2.2.1 Ability to reserve Memorial Union space including rooms, contact tables and display cases (limited to six hours per week and one special event per semester);
 - 5.2.2.2.2 Ability to reserve in the Wallman Wellness Center as well as any academic building on campus;
 - 5.2.2.2.3 Issuance of a student organization Peoplesoft ID number
 - 5.2.2.2.4 Funding according to Student Government Finance Code;
 - 5.2.2.2.5 Usage of the Student ANNOUNCEment Listserv, student organization standing at the beginning of the semester determining availability of use;
 - 5.2.2.2.6 Eligible to receive the NDSU Dining Grant;
 - 5.2.2.2.7 Eligibility to conduct a raffle with the City of Fargo.
- 5.3 Competitive Organization
 - 5.3.1 Competitive organizations are defined as organizations that compete at events against non-NDSU affiliate;
 - 5.3.2 To become a competitive organization, Student organization officers will come before the CSO Commission at the time designated by the CSO Executive Commissioner;
 - 5.3.2.1 The officer(s) will present on their student organization's classification and their need for classification change by providing information regarding competitions, travel, and organization purpose.
 - 5.3.2.2 This requirement may be waived for an organization by a two-thirds (2/3) majority vote by the CSO Commission;
 - 5.3.3 A temporary organization cannot be classified as a competitive organization;
 - 5.3.4 The Commission can approve an organization to be classified as competitive when the organization meets with the Commission to become fully recognized;
 - 5.3.4.1 The Finance Commission or student organization may submit recommendations of classification change to the CSO Commission.
 - 5.3.4.2 The Commission reserves the exclusive right to change an organizations classification;
 - 5.3.5 If an organization is denied competitive status, the organization has the ability to reapply one (1) month after the original reclassification meeting.
- 5.4 CSO Standing
 - 5.4.1 CSO Point Standing
 - 5.4.1.1 Once the CSO Commission has moved a student organization to the recognized classification, it is awarded a CSO standing of five, pending the CSO Commission vote. From then on, they will be rated according to the following system: Standing of 5, Standing of 4, Standing of 3, Standing of 2, Standing of 1/Probationary, and Inactive.

- 5.4.1.2 Student organizations with a CSO standing of 3, 4, or 5 are considered in good standing with the Student Government. These student organizations are entitled to all rights and responsibilities of a recognized student organization. These student organizations should consult the Finance Code and the Executive Commissioner of Finance (128 Memorial Union) for information concerning eligibility to receive funding from Student Government.
 - 5.4.1.3 Student organizations with a CSO standing of 1 or 2, and/or missing/incorrect information, are considered in poor standing with Student Government and will be placed on probation. These student organizations are not eligible to receive funding from Student Government, to use any facility on the NDSU campus, or book with Dining Services. Once information has been updated or the student organization moves to a standing of 3 they will regain lost privileges.
- 5.4.2 Standing Assessment
- 5.4.2.1 Standing will be assessed after every requirement set by the CSO Executive Commissioner.
 - 5.4.2.2 Assessment notification will occur no later than two weeks after each requirement is due.
 - 5.4.2.3 The following violations will result in the loss of one standing:
 - 5.4.2.3.1 Student organization who fail to complete required trainings
 - 5.4.2.3.2 Failure to update student organization officers in myNDSU;
 - 5.4.2.3.3 Failure to pay bills on time;
 - 5.4.2.3.4 Failure to submit one or more of the following forms by the date determined by the CSO Executive Commissioner:
 - 5.4.2.3.4.1 Constitution;
 - 5.4.2.3.4.2 Officers;
 - 5.4.2.3.4.3 Any other form(s), documents, or other requested information requested by the CSO Executive Commissioner of the Congress of Student Organizations and/or NDSU.
 - 5.4.2.3.4.4 Failure to re-register by October 1st.
 - 5.4.2.4 If a student organization is at a standing of 1, and a subsequent violation occurs, the organization is inactivated. An inactive student organization is subject to the following:
 - 5.4.2.4.1 Restricted from using any facility on campus.
 - 5.4.2.4.2 All mail sent to the Adviser.
 - 5.4.2.4.3 myNDSU page is inactivated and all membership is ended.
- 5.4.3 Standing Appeal
- 5.4.3.1 All student organizations are entitled to appeal for their change in standing.
 - 5.4.3.2 Student organizations must have an opportunity to appeal their standing change before the last commission meeting of the semester.
 - 5.4.3.3 Appeals will be heard during CSO Commission meetings.
 - 5.4.3.4 After hearing an appeal, the CSO Commission may then take one of the following actions:
 - 5.4.3.4.1 Move to reinstate previous standing;
 - 5.4.3.4.2 Move to leave student organization at new standing;
 - 5.4.3.4.3 Move to table pending further investigation.
 - 5.4.3.4.4 If a student organization wishes to appeal the decision of the CSO Commission, they may do so through the Student Court of Justice. The outcome of that decision will be the final judgment.

Title 6 Student Organizations

Campus Events, Services, and

6.1 The participating universities agreement pertaining to campus events, student services, and student organizations is listed below.

- Local Universities
- 6.1.1 Students are invited to attend campus events at any of the partnering campuses. The host campus will set rates for all activities.
 - 6.1.2 Campuses are encouraged to inform and make activities open to students, faculty and staff from partner institutions.
 - 6.1.3 Some campus events and student support services may not be available to local universities students at partner campuses. Each campus has the right to prohibit or limit participation to certain services by other institutions' students due to administrative or logistical burdens, including without limitation, insurance restrictions, national organization requirements, or local funding issues.
 - 6.1.4 Local institutions will permit students from partnering institutions to participate in student organizations subject to the following exceptions:
 - 6.1.4.1 Intercollegiate activities, club sports, and intramural sports are ineligible for local universities student participation. These organizations are identified as competitive groups that require travel and funding for scheduled competitions.
 - 6.1.4.2 Social Fraternities and Sororities are ineligible for local universities student participation.
 - 6.1.4.3 NCAA sanctioned sports are ineligible for Participating Universities student participation.
 - 6.1.4.4 Each campus has the right to prohibit or limit participation to certain student organizations by other institutions' students due to administrative or logistical burdens, including without limitation, insurance restrictions, national organization requirements, or local funding issues.

Title 7 Requirements of Student Organizations

7.1 After a student organization has been recognized either as a temporary/conditional classification or a recognized classification by the CSO Commission, it must fulfill the following requirements.

- 7.1.1 Student Organization Officer Requirements
 - 7.1.1.1 Student organization officers may be graduate, undergraduate, or professional students and must meet the academic and conduct eligibility standards identified by the eligibility/participation in co-curricular activities outlined in the Rights and Responsibilities of Community: A Code of Student Behavior.
 - 7.1.1.2 Student organization officers must maintain a cumulative 2.5 GPA
 - 7.1.1.3 A recognized student organization officer is any student leader listed with a leadership title within myNDSU that is system created or organization created.
- 7.1.2 Student Organization Adviser Requirements
 - 7.1.2.1 Each organization is required to have a permanent NDSU staff/faculty member as an adviser.
- 7.1.3 Any business or action taken by a student organization will not violate University Policy/Procedure, State Board of Higher Education Policy/Procedure, Student Senate Policy/Legislation, or Local, State, and Federal Law.
- 7.1.4 Mandatory Leader Training (MLT)
 - 7.1.4.1 Required MLT will be held once in the fall and spring semesters. Subsequent meetings will be called at the discretion of the CSO Executive Commissioner;

- 7.1.4.2 See Title 4 section 4.3 for more details on MLT requirements.
- 7.1.5 Documents
 - 7.1.5.1 All CSO documentation must be submitted by the date specified by the CSO Executive Commissioner. Failure to complete any of these requirements will result in a drop-in standing for the student organization, at the discretion of the CSO Executive Commissioner.
 - 7.1.5.1.1 All members must log into myNDSU at least once a semester.
 - 7.1.5.1.2 Other Documents: Any other documents deemed necessary by the CSO Commission, CSO Executive Commissioner, Student Senate, and/or NDSU are required to be turned in by the date set forth by the document holder.
- 7.1.6 Constitutional Revisions
 - 7.1.6.1 Any recognized classification, temporary/conditional classification, Tier I, Tier II, and Tier III student organization is required to submit a new/revised, dated constitution every three years to the CSO Executive Commissioner and the CSO Commission for review. This requirement may be waived for an organization by a two-thirds (2/3) majority vote by the CSO Commission.
 - 7.1.6.2 The membership, policies, and actions of recognized student organizations should be determined by the by-laws of the student organization's constitution. By-laws of the constitution are established by the members of the student organization. These are reviewed and revised by the membership of the student organization when determined appropriate by the student organization's constitution.
 - 7.1.6.3 CSO has the right to review a student organization at any time to make sure the group is in compliance with CSO, University, Local, State, and Federal policy.
 - 7.1.6.4 Constitutions must outline:
 - 7.1.6.4.1 Student organization name, description, mission, goals, year formed, ratification date, etc.;
 - 7.1.6.4.2 What, if any, requirements are necessary for becoming a member of the organization;
 - 7.1.6.4.3 How selection of officers and adviser(s) is carried out;
 - 7.1.6.4.4 How selection of external leadership (coaches, general managers, etc.) is carried out;
 - 7.1.6.4.5 How removal of members and members' appeal of their removal is carried out;
 - 7.1.6.4.6 How removal of external leadership and leaderships' appeal of their removal is carried out;
 - 7.1.6.5 The NDSU Anti-Discriminatory Statement;
 - 7.1.6.6 The NDSU Anti-Hazing Statement.
- 7.1.7 Name Change Policy
 - 7.1.7.1 Student organizations wishing to change the name of their student organization must notify the CSO Commission for approval of the name change. The CSO Commission has final approval of a student organization name change and the CSO Executive Commissioner shall inform the Student Activities Office and the SG Office of Finance of all name changes.
- 7.1.8 Official Form of Communication
 - 7.1.8.1 The official form of communication for Student Organizations at NDSU are as follows:
 - 7.1.8.1.1 myNDSU emails
 - 7.1.8.1.2 SAO Mailbox
 - 7.1.8.1.3 myNDSU notifications
 - 7.1.8.2 Organizations that do not check these regularly may be subject to a status drop as determined by the CSO Commission.

Title 8 Funding Policy

- 8.1 Only organizations who meet eligibility criteria established by the CSO Commission and Finance Commission shall be eligible for Student Government funding from the Student Activity Fee.
 - 8.1.1 Funding classifications for Tier II Organizations is identified as Competitive or Non-Competitive.
 - 8.1.2 For more information please contact the Assistant Executive Commissioner of Finance or the Finance Code available on the Student Government Website (www.ndsu.edu/sg).

Title 9 Organization Expression/Membership Recruitment Responsibilities

- 9.1 Recruitment Policy
 - 9.1.1 The student organization must abide by the following terms in regard to recruitment of new members:
 - 9.1.2 All recruiting material must contain the name of the student organization and its actual affiliations and associations with other organizations;
 - 9.1.2.1 Members of the student organization soliciting new members must identify themselves, their student organization, and its affiliation with other organizations;
 - 9.1.2.2 Student organizations are not to use pressure, harassment, threats, hazing, or any form of coercive tactics to convert, retain, or recruit members;
 - 9.1.2.3 All student organizations are expected to uphold all CSO and NDSU policies/procedures.
- 9.2 Expression Policy
 - 9.2.1 Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions;
 - 9.2.2 Students and student organizations are free to support causes by orderly means which do not disrupt the regular and essential operation of the institution;
 - 9.2.3 Student organizations must make clear to the larger community and NDSU that in their public expressions and demonstrations, students' and student organizations' views do not necessarily reflect those of the university;
 - 9.2.4 All published materials must contain the full name of the student organization and its affiliations and associations with other organizations.
- 9.3 NDSU Name and Logo Usage Policy
 - 9.3.1 Recognized student organizations have the privilege to use the NDSU name and logos with proper consent. For permission and proper information, student organizations should consult the University Relations website and/or the Athletics website based on the logo in which the group wants to use.

Title 10 Policy Regarding Organizations of a Similar Nature

- 10.1 If CSO Commission deems a new organization too similar to an existing organization, and denies them temporary/conditional classification, said organization can appeal to the Student Court.

Title 11 CSO Official Guidelines Amendment Policy

11.1 Review of the Guidelines

11.1.1 In the fall of odd-numbered years, the CSO guidelines will be formally reviewed. The group reviewing the CSO guidelines will be called the CSO Review Committee. This committee will consist of the CSO Executive Commissioner and the Student Body Vice President, who will serve as co-chairs, the CSO Commission, at least one Student Senator not on the CSO Commission, and a representative from the Student Activities Office. 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 during the same semester.

11.2 Amendments to the Guidelines

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