

**NORTH DAKOTA STATE UNIVERSITY**

**Congress of Student Organizations**

OFFICIAL GUIDELINES

(REVISED April 28, 2013)

**Title 1** **Preamble**

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

**Title 2** **Membership Duties**

1. The Congress of Student Organizations (CSO)
   1. The delegation of the Congress consists of one representative from each temporary and full status student organization on the NDSU Campus and recognized by CSO.
   2. 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.
2. The Congress of Student Organizations Commission
   1. The Commission will consist of the Executive Commissioner of the Congress of Student Organizations, three Senators appointed by Student Senate and at least three students-at-large appointed by the Executive Commissioner and approved by the Student Senate.
   2. The purpose of the Congress of Student Organizations Commission 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.
3. Duties of the Congress of Student Organizations Commission
   1. Duties of the Executive Commissioner
      1. Represent the concerns of student organizations to all levels of the University;
      2. Meet with representatives from student organizations to determine organization needs and to clarify requests brought before the Commission;
      3. Preside at all commission meetings;
      4. Establish a convenient meeting time for the commission;
      5. Prepare an agenda for each Congress and Commission meeting;
      6. Inform the Student Senate, Student Government Executives and Student Activities Office of business conducted by the Commission;
      7. Maintain accurate filings of all Commission business and make these files available in the Student Government Office;
      8. Oversee planning and implementation of all Commission activities, such as Student Involvement Expo, Large Group Meetings, Small Recognition Group Meetings, Advisor Training(s) and Bison Leader Awards;
      9. Administrate the Congress of Student Organizations’ OrgSync (ww.ndsu.edu/sg/cso or ndsu.orgsync.com);
      10. Prepare and process CSO student organization paperwork and statuses;
   2. Maintain the Master Organization Document with assistance from the Student Activities Office;
   3. Carry out all meetings by the times set forth in these guidelines;
   4. Serve on the Media Advisory Board as an Ex-Officio member;
   5. Complete all other duties that are vital to the function of the Commission and Congress;
   6. Establish eligibility and agreements with the Memorial Union for Student Organization use of the Memorial Union services.
4. Duties of the Commission Members
   1. Attend all Commission meetings, Large Group Meetings, Small Recognition Group Meetings and any other Commission activities unless excused by the Executive Commissioner;
   2. Act as liaisons between student organizations and the Commission;
   3. Be responsible for tasks delegated by the Executive Commissioner;
   4. Enforce CSO Guidelines and University policies and procedures pertaining to student organizations when recognizing student organizations;
   5. Execute all other duties that are vital to the function of the Commission.
5. Duties of the Congress of Student Organizations Advisor(s)
   1. Act as liaison(s) between the Congress and the University;
   2. Assist with carrying out Congress events and activities;
   3. Ensure communication with the Greek Life Coordinator;
   4. Ensure continuity between Executive Commissioners;
   5. Maintain and promote the prosperity and continued success of the Congress.

**Title 3** **Congress of Student Organizations OrgSync**

1. The CSO OrgSync, www.ndsu.edu/sg or ndsu.orgsync.com, was developed to function as an administrative tool for tracking student organizations' statuses, as well as a means of mass communication for keeping student organizations up to date on Student Government and CSO information/events. Student Government and the Congress of Student Organizations has ownership and full administrative privileges of North Dakota State University’s OrgSync. The

Executive Commissioner of the Congress of Student Organizations has full discretion for the NDSU Umbrella and its contents.

* 1. OrgSync Portals Policy
     1. Each Student Government recognized organization is assigned one OrgSync Portal. This portal is to be used as a communication tool within the organization’s members, officers and advisors.
     2. All organizations’ officers must be enrolled in the organization’s portal as an officer, and removed when they leave office. Organization officers are required to keep the officer roster current.
     3. Membership of organization’s OrgSync Portals must be actual NDSU or Tri-College students.

OrgSync Portals are created for Student Government funded organizations’ use only. Any additional portals created must be approved by the Executive Commissioner of the Congress of Student Organizations. Final approval is with the Executive Commissioner of the Congress of Student Organizations.

* 1. Umbrella Communication
     1. The CSO OrgSync is not to be used as a mass email tool for the general student body. Emails sent with the CSO OrgSync must pertain to:
  2. Actions taken by CSO and Student Government regarding budgeting processes and other events pertinent to the maintenance of organizational status;
  3. Information determined appropriate by the Executive Commissioner;
  4. Information and events produced by a student/advisor of a student organization that pertains to ALL student organizations.

1. Final approval of emails sent using the CSO OrgSync Umbrella is the responsibility of the Executive Commissioner. Any questions of eligibility should be brought to the Commission.

**Title 4** **Standard Operating Procedures**

1. Any business or action taken by the Commission will not violate University Policy/Procedure, State Board of Higher Education Policy/Procedure, Student Senate Policy/Legislation, or Local, State, and Federal Law.
2. Small Recognition Group Meeting Policy
   1. All meetings will be conducted in accordance with Robert's Rules of Order Newly Revised unless approved by the Executive Commissioner;
   2. A quorum will consist of 2/3 of the voting members of the Commission;
   3. No member of the Commission may vote on an issue pertinent to a student organization of which the individual is a member;
   4. Small Group Recognition Meetings will be held six times each fall and spring semester. During the spring semester Small Group Recognitions must be concluded by April 1. Subsequent meetings can be called at the Executive Commissioner's discretion;
   5. The Executive Commissioner will notify student organizations eligible to attend Small Group Recognition Meetings via e-mail;
   6. Student organizations will have one year after being placed on temporary status to request full status; student organizations that fail to do so by this time will be moved inactive;
   7. Student organization Officers will come before the Commission at the time designated by the Executive Commissioner. The Officers will present on their student organization’s status and their request for status change;
   8. Student organizations requesting full status recognition must have an executive officer present at the Commission meeting at which the recognition request is being heard. If an executive officer cannot attend, the Executive Commissioner must be made aware of which members are attending and what their affiliation with the student organization is prior to the meeting;
   9. After the recognition 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 may either remain or leave for this portion, though the organization is encouraged to stay so any concerns can be addressed. The Commission may take any of the following actions, though it may consider other actions as long as they are within the Commission’s jurisdiction:
      1. Move to recognize temporarily;
      2. Move to recognize at a full status of five or three;
      3. Move to deny recognition;
      4. Move to place on probation with terms to be specified;
      5. Move to table pending further investigation.
3. Large Group Meeting Policy
   1. Required Large Group Meetings will be held once in the fall and spring semesters. Subsequent meetings will be called at the discretion of the Executive Commissioner with consent of the Commission;
   2. All full status, temporary status, Tier II, Tier III and student media student organizations are required to attend each Required Large Group Meeting. Student media student

organizations are *The* *Spectrum*, ThunderRadio, and the Bison Information Network.

* 1. At least one officer needs to be in attendance, and a student cannot represent more than two student organizations. Advisors are welcome to attend, but will not be countedas in attendance.
  2. The planning and execution of large meetings will be overseen by the Executive Commissioner with the help of the Commission;
  3. Any group or individual wanting to present at a Large Group Meeting must receive approval from the Executive Commissioner at least two weeks prior to the date of the meeting. Attendees of the Large Group Meeting are not required to stay for any additional presentations not from Student Government, CSO or the Student Activities Office;
  4. 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 Executive Commissioner feels is relevant;
  5. The Executive Commissioner will offer at least one optional opportunity to move up a status each semester, i.e. Advisor Training, Optional Large Group Meeting, etc. at the discretion of the Executive Commissioner.

1. Advisor Leadership Training Policy
   1. Advisor Leadership Training will be held *at* the discretion of the Executive Commissioner;
   2. The planning and execution of meetings will be overseen by the Executive Commissioner with the help of the Commission and the Student Activities Office;
   3. The trainings will serve to provide information to student organization advisors that is pertinent to improving the advisors' ability to serve the student organizations they are advising.

**Title 5** **Recognition Policy**

1. The Tier System
   1. In an effort to maintain consistency from year to year, organizations are categorized into three tiers.
      1. Tier I: A Tier I entity 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 Finance Commission, and approved by the Student Senate. They include: Bison Athletics, Fine Arts, Memorial Union, Campus Recreation, Media Advisory Board, Student Government, and Campus Attractions.
         5. The Media Advisory Board encompasses the *Spectrum*, ThunderRadio and Bison Information Network. These are to be referred to as student-run sub-Tier I student organizations. Any other student media organization that qualifies for the Media Advisory must seek CSO recognition as a Tier II organization.
   2. Tier II: A Tier II student organization must allow any student to be involved in their student organization. Any type of membership restriction, objective or subjective, 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 fully participate in the student organizations’ activities, i.e. general meetings, opportunity to participate in events, etc.
   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:
      1. Grade Point Average requirements;
      2. Individuals of a certain major;
      3. Age, year in school, gender, ethnicity, political affiliation, religious beliefs or race restrictions;
      4. 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.
2. Temporary Status Recognition
   1. To receive temporary status recognition, student organizations will first contact the Executive Commissioner concerning recognition procedures. The student organization must then fulfill the following requirements:
      1. Fill out the necessary paperwork, including advisor paperwork and meet with the Executive Commissioner and the Commission at a Small Group Recognition Meeting to discuss the purpose, mission, goals and the benefits to the NDSU campus community;
      2. Membership must consist of at least nine NDSU student members, with at least three being executive officers;
      3. The three recognized executive officers are the president, vice president/CSO representative and the treasurer. These members must be NDSU students and adhere to the NDSU Rights and Responsibilities of Community: A Code of Student Behavior academic and conduct eligibility standards identified in Eligibility/Participation in Co-Curricular activities;
      4. The organization must submit a completed constitution to the Executive Commissioner at their Small Group Recognition Meeting. The constitution must be updated every three years via OrgSync;
      5. Once recognized as a temporary status student organization, all officers must enroll in the student organization’s OrgSync portal in the Officer Account Group
      6. Operate within Congress of Student Organization Guidelines and NDSU policies/procedures.
      7. Have an advisor that is a NDSU staff, faculty or graduate assistant.
3. Full Status Recognition
   1. To receive full status recognition, student organizations must adhere to the Temporary Status requirements as well as comply with the following:
      1. The student organization must have been in existence and functioning for 16 weeks during the fall and spring semester, excluding spring break, as a recognized temporary student organization. The student organization should return for a Small Group Recognition Meeting within 12 months of their temporary status approval date. A student organization may bypass the 16 week temporary status period with a unanimous vote of the Commission;
      2. Student organization purposes must be compatible with the educational purposes of the university;
      3. Student organizations with international/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 student organization must maintain and keep up-to-date information on their student organization’s OrgSync Portal;
5. The student organization must have officer representation at all CSO Large Group Meetings that are held between the time temporary status is achieved continuing through full status achievement;
6. The student organization officers will complete and submit the following forms by enrolling on OrgSync:
   1. Equal Opportunity Assurance form
   2. Anti-hazing form
   3. Officer Eligibility form
   4. Any other form(s) requested by the Executive Commissioner and/or the university;
7. The student organization must complete a Community Service Project each year

outlined in this document.

1. Growth in the organization must be shown to the recognition committee through student growth to a minimum of twelve members.

**Title 6** **Tri/Dual-College Recognition Policy**

1. North Dakota State University, Minnesota State University-Moorhead and Concordia College-Moorhead individually and collectively encourage students to form voluntary student organizations for the promotion of common interest. Student 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.
   1. Recognition Definitions
      1. Tri-College Institutions - North Dakota State University (NDSU), Minnesota State University-Moorhead (MSUM), and Concordia College-Moorhead (CCM);
      2. Tri-College Organization - A student organization that has been recognized by all of the Tri-College Institutions;
      3. Dual-College Organization - A student organization that has been recognized by two of the Tri-College institutions.
   2. Tri-/Dual-College Organization Guidelines
      1. New student 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. Student organization records will be maintained at each institution.
      2. 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.
      3. A delegation of officers from each campus is required. Officers must meet eligibility requirements of their respective institutions.
      4. There must be a faculty or staff member from each participant institution selected to serve as an advisor to the student organization.
      5. A copy of the proposed Tri-/Dual-College organization's constitution must be turned into the respective office at each institution where the student 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 resubmitted every three years.
   3. If recognition is obtained at all three institutions, "Tri-College" will be included in the student organization's name. If recognition is obtained at two institutions, "Dual-College" will be included in the student organization’s name.
   4. The student organization's name and mission must be consistent with each participating institution.
   5. The student organization's mission must be consistent with each institution’s educational mission. The organization needs to comply with the policies and procedures of each respective institution.
   6. If recognition is revoked on any of the campuses, the student organization's status automatically changes in accordance with these guidelines.
   7. Upon recognition, all Tri-/Dual-College student organizations assume responsibility for being familiar with and adhering to all student 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 Title 6.1.3. 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.
   8. Tri-/Dual-College student organizations are responsible for adhering to funding policies at each member campus. For more information, contact the offices listed in Title 6.1.3.
   9. Social Fraternities and Sororities are chartered with a single institution and are therefore ineligible for Tri-/Dual-College Recognition.
2. Recognition Procedures
   1. 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, 120). Phone: (701) 231-7787.
      2. Minnesota State University-Moorhead: Office of Student Activities (Comstock Memorial Union, 229). Phone: (218) 477-2790.
      3. Concordia College-Moorhead: Office of Student Programming (Fjelstad Hall, Cornerstone Basement). Phone: (218) 299-4267.
   2. The student organization is responsible for obtaining all pertinent policy information from each individual institution at the offices listed in Title 6.1.3. 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.

**Title 7** **Requirements of Student Organizations**

1. After a student organization has been recognized either as temporary or in full status by the Commission, it must fulfill the requirements of recognized student organizations.
   1. Student Organization Officer Requirements
      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 co-curricular activities outlined in the Rights and Responsibilities of Community: A Code of Student Behavior.
2. Student Organization Advisor Requirements
   1. Each organization is required to have an NDSU staff/faculty member or a graduate assistant as an advisor.
3. Congress of Student Organization Large Group Meetings
   1. All temporary and full status student organizations will appoint a student to the Congress of Student Organizations.
   2. The student appointed to CSO, or another Executive Officer, will attend all CSO Required Large Group Meetings held by the Executive Commissioner.
   3. Each individual attending the Congress meetings shall represent a maximum of two student organizations.
4. Officer Documentation
   1. Any full status, temporary status, Tier II, Tier III and student media student organizations’ outgoing president must update the student organization’s list of officers with their NDSU email addresses within ten days of officer elections. This must be completed by the date set by the Executive Commissioner.
   2. The update should be submitted on an Officer Roster Card with the Student Activities Office. If any of the officer positions remain the same, the Congress of Student Organizations should still be notified with an Officer Roster Card.
   3. Officers are required to ensure their officer information is updated on their student organization’s OrgSync Portal. This is the responsibility of the outgoing officers.
5. Documents
   1. All documentation must be submitted by the date specified by the Executive Commissioner. Failure to complete any of these requirements will result in a drop in status for the student organization.
      1. Equal Opportunity Assurance Form: Student Organization officers are required to submit a completed Equal Opportunity Assurance form once per year via OrgSync enrollment.
      2. Anti-Hazing Pledge Form: Student organization officers are asked to submit a completed Anti-Hazing Pledge once per year via OrgSync enrollment.
      3. Officer Eligibility Form: Student Organization officers are required to submit a completed Officer Eligibility once per year via OrgSync enrollment. This form checks the eligibility status of all CSO recognized officers in a student organization.
      4. Community Service Form: All student organizations are required to participate in a community service project within the academic school year and complete the required form with the Volunteer Network.
      5. Other Documents: Any other documents deemed necessary by the Commission, Executive Commissioner, Student Senate, and/or NDSU are required to be turned in by the date set forth by the Executive Commissioner.
6. Constitutional Revisions
   1. Any full status, temporary status, Tier II, Tier III and student media student organizations are required to submit a new/revised, dated constitution every three years to the Executive Commissioner for review. These constitutions must be submitted by January following the fall semester of the year they are due.
   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.
   3. Upon renewal of the student organization’s constitution, the Student Court will review to ensure all requirements are met.
   4. Constitutions must outline:
      1. Student organization name, description, mission, goals, etc.;
      2. What, if any, requirements are necessary for becoming a member of the organization;
      3. How selection of officers and advisors is carried out;
      4. How removal of members and members' appeal of their removal is carried out;
      5. Which member will be responsible for representing the student organization at CSO Large Group Meetings.
      6. An Anti-Discriminatory Statement
      7. An Anti-Hazing Statement
7. Community Service Requirement
   1. Each student organization is required to complete a community service project once per academic year (August to April). A minimum of 2/3 of the membership must participate with a minimum of 2 hours per member partaking in the community service. Hours are recorded through the CSO OrgSync Website where you will be referred to the Volunteer Network’s Bison Service Challenge. Student organizations with questions on this policy should speak with the Executive Commissioner. The Executive Commissioner has discretion on final submitted hours.
8. Name Change Policy
   1. Student organizations wishing to change the name of their student organization must notify the commission for approval of the name change. The Commission has final approval of a student organization name change and the Executive Commissioner shall inform the Student Senate of all name changes.

**Title 8** **Congress of Student Organizations Rating Policy**

1. CSO Ratings & Significance
   1. Once the Commission has moved a student organization to full status, it is awarded a CSO status of five, pending the Commission vote. From then on they will be rated according to the following system: Status of 5, Status of 4, Status of 3, Status of 2, Status of 1, Probationary, and Inactive.
   2. Student organizations with a CSO status of 3, 4, or 5 are considered in good standing with CSO and Student Government. These student organizations are entitled to all rights and responsibilities of a full status student organization. These student organizations should consult the Finance Guidelines and the Executive Commissioner of Finance (128 Memorial Union) for information concerning eligibility to receive funding from Student Government.
   3. Student organizations with a CSO status of 1 or 2, and/or missing paperwork, are considered in poor standing with CSO and Student Government and will be placed on Probation. These student organizations are not eligible to receive funding from Student Government. These student organizations are not eligible to use any facility on the NDSU campus, use state fleet vehicles, or book with Dining Services when in poor standing. Once paperwork has been completed or the student organization moves to a status of 3they will regain lost privileges.
2. Status Assessment
   1. Statuses will be assessed after every requirement set by the Executive Commissioner.
      1. Assessment notification will occur no later than two weeks after each requirement is due.
      2. The following violations will result in the loss of one status:
         1. Student organization absent at a Required CSO Large Group Meeting;
         2. Failure to update student organization officers with the Student Activities Office or with the Student Government;
         3. Failure to submit one or more of the following forms by the date determined by the Executive Commissioner:
            1. Equal Opportunity Assurance form
            2. Anti-Hazing form
            3. Officer Eligibility form
            4. Community Service form
            5. Any other form(s) requested by the Executive Commissioner of the Congress of Student Organizations and/or NDSU.
3. Inactive Status
   1. If a student organization is at a status of 1, and a subsequent violation occurs, the organization is move to Inactive. An inactive student organization is subject to the following:
      1. Restricted from using any facility on campus.
      2. All mail sent to Advisor.
   2. An inactive student organization will remain inactive for a period of 16 weeks during the fall and spring semesters, excluding winter and spring break.
   3. After the 16 week inactive period, the student organization in question will come before the Commission for a Small Group Recognition Meeting. An executive officer of the organization must be present.
   4. Depending on the condition of the student organization, the Commission will choose from one of the following options:
      1. Move to reinstate organization to full status (the student organization will be awarded a CSO status of 3);
   5. Move that the student organization remain inactive for a set amount of time (not to be longer than a subsequent 16 weeks).The Commission shall have the power, with consent of 2/3 of the Commission members, to revoke recognition of any student organization.
   6. A student organization placed on probationary or inactive status by the Commission, may appeal the decision to the Commission.
   7. If the matter is not then resolved, the student organization may follow an appeals process with the Student Court, as prescribed by the Student Government Code.
4. Status Appeal
   1. All student organizations are entitled to appeal their change in status.
      1. Student organizations must have an opportunity to appeal their status change before finals week in the fall and spring semesters.
      2. The Executive Commissioner will supply Status Appeal Forms for all student organizations requesting an appeal.
      3. Appeals will be heard using the same process as Small Group Recognition Meetings.
      4. After hearing an appeal, the Commission may then take one of the following actions:
         1. Move to reinstate previous status;
         2. Move to leave student organization at new status;
         3. Move to table pending further investigation.
5. 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.
6. Reinstatement of Good Standing
7. The purpose of this policy is to provide the Commission with an option for addressing unique situations regarding organizations that may be in poor standing with the Commission. This policy allows status improvements that are greater than one point so that organization can be in good standing again with the commission. For example, an inactive organization, or an organization with a status of one or two, can be granted a status of three, four, or five through this policy.
   1. The Commission recognizes that certain organizations may fall into poor standing due to a period of miscommunication, poor leadership, and other reasons not easily summarized. The Commission also recognizes that some of those organizations may adequately address the problems that may have led to poor standing with the commission, and the Commission wants to help those organizations if they can demonstrate that they can, or will, adequately address those problems. Under the usual policies, it might take an organization under poor standing with the Commission two or three years to work their way back up to full status, which can be unfair to the current leadership of that organization should they be able to demonstrate that they are able to correct the problems of the previous leadership.
   2. The Reinstatement of Good Standing policy exists as a mechanism to address situations like those listed in 8.5.1.1. The Commission may grant an organization in poor standing a new CSO rating through the provisions in this policy as long as the organization demonstrates that it has adequately addressed the issues that have led to poor standing. The Commission should not utilize this authority lightly though as it is very important that organizations follow the usual procedures established by the Commission. Should this policy be utilized to improve the standing of an organization, it is imperative that the Commission stresses the importance of following CSO policies to that organization. This should be enforced by not increasing an organization’s status through this policy for the same organization more than once in a 5 year period, unless the Commission decides it is the best policy to slightly increase an organization’s status with the intent of reviewing the organization again the following semester.
   3. Because of the unique situations that such organizations may face, the Commission is given a great deal of flexibility in its process when carrying out the procedures in this policy. To best ensure fairness with this flexibility, the Commission is responsible for making their expectations as clear, consistent, and reasonable as possible; the Commission must provide a concise and accurate rationale for any decisions made. The organization being considered for this policy has the responsibility to either meet the expectations of the Commission or explain why it cannot meet those expectations. The Commission should make clear to the organization being reviewed that it has the right to appeal the final decision.
8. Any organization in poor standing with CSO, which includes inactive organizations and organizations with a status of one or two, may be considered for this policy. Furthermore, any organization still under review through the provisions in 8.5.5 may also be reconsidered for this policy regardless of status or standing, but only for the time period stated in the corresponding rationale based on the decision made by the Commission. Executive Commissioner should inform such organizations that they have the right to be considered for this policy via email. It is imperative that the Executive Commissioner stress that there is no guarantee that the Commission will support a status increase.
9. If a qualifying organization would like to apply to be in good standing again, the President, or a designated officer, should arrange a time with the Executive Commissioner that will allow representatives from the organization to present their case before the Commission. The Executive Commissioner should provide reasonable assistance to the organization in regard to helping the organization prepare for that meeting appropriately.
10. Well-informed representatives from the organization should be present at that scheduled meeting and prepare for questions about their circumstances. Organizations will be expected to explain how they ended up in poor standing and what they will do to ensure that they will maintain good standing if it is granted.
11. The Commission will discuss the organization’s request with the organization still present in the room if the organization wishes; this is encouraged to allow the organization a fair opportunity to address additional concerns brought up in discussion. The Commission, when finished with discussion, will take one of the following actions:
    1. The Commission, with a 2/3 majority vote, may grant the organization a CSO rating of three, four, or five.
       1. The Commission, if uncomfortable with granting a very high status increase right away, may grant a smaller status increase with the intent of reviewing the organization the following semester. Such organizations, even if they have a status three, four, or five, may be reviewed again through this policy if the Commission deems that appropriate, though a deadline for such a review must be specified.
       2. A rationale must be provided in writing to the organization, and that rationale must be filed appropriately for future referral. If the Commission wishes to review the organization again in the near future utilizing the provision in 8.5.5.1.1, the deadline must be recorded in such a rationale.
       3. The organization should be informed that it is expected to do a more adequate job of following CSO regulations in the future; the organization should be told to not expect another status increase through this policy unless it is specifically stated otherwise in the rationale.
    2. The Commission, with a simple majority, may vote to postpone the decision to a later meeting. If the Commission does postpone, expectations must be provided to the organization in order to be considered for a status increase
    3. The Commission, with a simple majority, may grant the organization a CSO status of one or two provided that it is higher than its current status. Due to the intent of this policy, a very strong and clear rationale must be provided. It is heavily encouraged that the Commission reviews that organization again in a future semester if this option is chosen.
    4. If none of the aforementioned decisions are chosen by the end of the meeting during which the review is conducted, then it will be considered that the CSO has formally denied the organization’s request for a status increase through this process. A rationale must still be provided with an emphasis on what the organization can do to improve its situation.
12. If the decision reached requires a rationale, it should be recorded in writing by the next Commission meeting. A vote to approve the rationale document should be taken to signify that this represents the official opinion of the Commission, and it will require a 2/3 majority to pass.
13. Reliable records should be kept of any decisions made by the Commission, including copies of the rationales provided to the organizations. For consistency, it is encouraged that these records are incorporated into future decisions if they apply.
14. The organization may file an appeal with the Student Court of Justice if it is not satisfied with the outcome.

**Title 9** **Status Benefits**

1. Temporary Status Benefits
   1. Be included on the list of student organizations made available to prospective and current students at NDSU;
   2. Ability to reserve Memorial Union space (limited to one hour per week, and one contact table during their temporary status period);
   3. Opportunities to hang posters/flyers in Memorial Union and You-Are-Here Signs;
   4. Participation in the Fall and Spring Student Involvement Expos;
   5. A mailbox assignment in the Student Activities Office;
   6. Usage of the CSO Resource Room in the Student Activities Office;
   7. A student organization OrgSync Portal;
   8. Funding according to Student Government Finance Guidelines.
2. Full Status Benefits
   1. Be included on the list of student organizations made available to prospective and current students at NDSU;
   2. Ability to reserve Memorial Union space including rooms, contact tables and cages (limited to six hours per week and one special event per semester);
   3. Opportunities to hang posters/flyers in Memorial Union and You-Are-Here Signs;
   4. Ability to reserve in the Wallman Wellness Center as well as any academic building on campus;
   5. Participation in the Fall and Spring Student Involvement Expos;
   6. A mailbox assignment in the Student Activities Office;
   7. Usage of the CSO Resource Room in the Student Activities Office;
   8. A student organization OrgSync Portal;
   9. Eligibility to open a student organization checking account;
   10. Issuance of a student organization Peoplesoft ID number
   11. Funding according to Student Government Finance Guidelines;
   12. Usage of the Student ANNOUNCEment Listserv, student organization status at the beginning of the semester determining availability of use;
   13. Opportunity to use state fleet vehicles according to the State Board of Higher Education policy;
   14. Establish Dual/Tri-College entities;
   15. Usage of community facilities;
   16. Vote in the Congress of Student Organizations;
   17. Usage of Thunderbolt Resource Sheets;
   18. Eligible to receive the Dining Service Grant.

**Title 10** **Funding Policy**

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.
   1. Tier II
      1. To be eligible for full funding, Tier II student organizations must be full status by the time the budget is passed by the Student Senate;
   2. All Tier II student organizations must maintain a CSO status of a three, four, or five to be eligible to receive funding;
   3. All Tier II student organizations must submit a budget in order to receive any type of funding;
   4. If a Tier II student organization wishes, they may choose to submit a Standard Budget. For more information on this, please refer to Article III of the Finance Guidelines.
2. Tier III
   1. Tier III student organizations are not eligible to receive funding from the Student Activity Fee during the standard budgeting process, but may apply for the Special Projects Fund and/or a Reserve Request.
3. Temporary Student Organizations
   1. To receive funding from the Student Activity Fee, Temporary Tier II student organizations must submit a Temporary Organization Request for Funding (TORFF). The TORFF will be reviewed by the Finance Commission and then brought before the Student Senate for approval;
   2. Temporary student organizations will not be eligible for Contingency Requests.
4. For more information please contact the Executive Commissioner of Finance or The Finance Guidelines available on the Student Government Website (www.ndsu.edu/sg).

**Title 11 Organization Expression/Membership Recruitment Responsibilities**

1. Recruitment Policy
   1. The student organization must abide by the following terms in regards to recruitment of new members:
      1. All recruiting material must contain the name of the student organization and its actual affiliations and associations with other organizations;
      2. Members of the student organization soliciting new members must identify themselves, their student organization, and its affiliation with other organizations;
      3. Student organizations are not to use excessive pressure, harassment, threats, hazing, or any form of coercive tactics to convert, retain, or recruit members.
      4. All student organizations are expected to uphold all CSO and NDSU policies/procedure.
2. Expression Policy
   1. Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions.
   2. They are free to support causes by orderly means which do not disrupt the regular and essential operation of the institution.
   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.
   4. All published materials must contain the full name of the student organization and its affiliations and associations with other organizations.
3. NDSU Name and Logo Usage Policy
   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.

**Title 12 Congress of Student Organizations Official Guidelines Amendment Policy**

12.1. Review of the Guidelines

* 1. In the spring of even-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 Executive CSO Commissioner and either the Student Body President or Vice President, who will serve as co-chairs, the CSO Commission, at least one Student Senator not on the CSO Commission, and support 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.

1. Amendments to the Guidelines
   1. The 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 Commission with an explanation of the intent and necessity of the change. The Commission will then make a formal recommendation to Student Senate on the proposed changes, which the Executive Commissioner will provide during their executive report.