**New Student Organization Recognition Process Packet**

Welcome to world of the Congress of Student Organizations (CSO)! Student organizations at North Dakota State University serve a valuable educational function, offering students the opportunity to join around cultural, recreational, social, political, and special interest issues, and provide leadership roles for students. These opportunities afford 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 aid 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 college and student groups, provide organizations with maximum access to college services, and clearly define the privileges and responsibilities of student organizations.

Student Government and the Student Activities Office strive 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 with CSO, you will be officially CSO Recognized and entitled to all the benefits and privileges for recognized student organizations.

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NORTH DAKOTA STATE UNIVERSITY  
[www.ndsu.edu/sg/](http://www.ndsu.edu/sg)

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

1. Chose a group name and come up with your purpose(s). Ex: How will your organization benefit students/NDSU/the community?
2. Review the list of Student Organizations at (MyNDSU.ndsu.edu) 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. Gather your membership. For an organization to be recognized as a group they must have a minimum of 9 eligible members. This does include your officers, but does not include your advisor.
4. Think about the classification of your group: academic, graduate, Greek life, honorary, military, religious/cultural, service, special interest or wellness/athletic
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 influence your ability to receive funding from Student Government.
6. Obtain an advisor. Advisors must be faculty/staff members of NDSU. Advisors cannot be graduate students, other than club sports. All club sports with have the Club Sports Graduate Assistant as their advisor.
7. Create a constitution for your group. A model constitution can be found online on ([www.ndsu.edu/sg/cso](http://www.ndsu.edu/sg/cso)) in a word document.
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 at (<https://sa2.www4.irs.gov/modiein/individual/index.jsp>).
9. Before you can meet with the Congress of Student Organizations, you need to create a MyNDSU account and have your organization's leadership positions and constitution completed.
   1. Go to MyNDSU.ndsu.edu
   2. On the top of the page click on the "Organizations" tab
   3. Once on the "organizations" tab scroll half way down the page and on the left side click on the button that say "register an organization"
   4. then log in with your NDSU login and password
   5. It will bring you to a new page where you will click on the "register a new organization" button
   6. Click the "Next" button
   7. Fill in your organizations information and hit "Next"
   8. Your web address can just be the name of your org
   9. You can upload a picture if you choose and hit "next"
   10. Upload your constitution for your organization and hit "next"
   11. Select the interest your organization would fall under
   12. Fill in the information of your advisory, president, vice-president and treasurer to finish hit the "submit for approval" button
10. Once you have completed these steps, please email [ndsu.sg.cso@ndsu.edu](mailto:ndsu.sg.cso@ndsu.edu) to set up a meeting with the CSO Commission. Please feel free to reach out with any questions.

Items to bring to CSO Commission Meeting:

* An overview on what your organization intends to do
* Printed out Org Constitution
* Roster List with at least 9 members, with President, Vice President, and Treasurer noted
* Service project ideas

After meeting with the commission, your group (as long as you have met all the requirements and have been approved with the commission’s vote) will move to Temporary Status. This is a four month “trial period” in which you group has many of the benefits given to all regular groups.

Soon after temporary status is gained, your organization will receive its own MyNDSU portal. You will then need to have all the members enroll in your organization’s MyNDSU portal.

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 contact the CSO Commissioner for a meeting. This period will expire after 12 months. If the organization hasn’t returned within that time, they will have to restart at temporary status after meeting with the CSO Commission.

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.

To reach full status, you must increase your membership to 15 members.

Once full status is achieved; your group will be eligible to receive the full benefits given you maintain CSO requirements.

If you have any further questions or comments, please feel free to contact the Commissioners of Student Organizations in the Student Government Office, in the Memorial Union.

BENEFITS OF BEING CSO RECOGNIZED:

* Temporary Status Benefits
* Use of Memorial Union – 1 hour of reservations per week, 1 contact table a during temporary status & opportunities to hang posters in the MU - 3 flyers a week
* Reserving space in the Wallman Wellness Center (Contact the Wellness Center at [Joval.J.Wettlaufer@ndsu.edu](mailto:Joval.J.Wettlaufer@ndsu.edu))
* Access to PR ThunderBolts (student resource sheets) & CSO Handbook
* Participating in the Fall & Spring Involvement Expos (Leaders will receive information how to participate via Blackboard)
* Mailbox Assignment in the Student Activities Office
* A Blackboard Portal used for organization communication and promotion
* 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):
* 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
* Reserving space in the Wallman Wellness Center
* Access to PR ThunderBolts (student resource sheets) & CSO Handbook
* Participating in the Fall & Spring Involvement Expos (Leaders will receive information how to participate via Blackboard)
* Mailbox Assignment in the Student Activities Office
* A Blackboard Portal used for organization communication and promotion
* Receive Funding based on Finance Guidelines (Questions? Email [ndsu.sg.finance@ndsu.edu](mailto:ndsu.sg.finance@ndsu.edu))
* Eligibility for the Dining Grant ($150 – see Dining Services in Memorial Union lower level for further information)
* Campus & Community Promotion of your Organization (Questions? Contact the Executive Commissioner of PR)
* Usage Newsfeed
* Student Organization Printing Card
* Establish Tri-College entities
* Usage of Campus and Community Facilities
* Availability of discounted rates with Enterprise Rent-A-Car
* Request Mailing Lists for sending out info about your organization’s events
* Be included on the list of student organizations available to prospective and current students
* Available organization storage space and use of MU Student Activities Resource Room
* Eligibility to apply for a raffle permit with the City of Fargo (Questions contact the SAO)
* Opportunity to advertise on the NDSU MAT Buses
* Probationary Status (Status below a 2):
* Restricted from using any facility on campus.
* All mail sent to advisor/acting advisor.
* Must meet with the CSO Commission before being reinstated.
* 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.
* Any events that the organization sponsors cannot take place on or off campus without a temporary waiver or meeting with the Conflict Resolution Board.

**MEMORIAL UNION SPECIFIC INFORMATION**

As a recognized student organization, you have the privilege of booking space in the Memorial Union for a meeting or event on campus as well as promotional spaces to help make your events successful. The following information has been provided to ensure that you are knowledgeable users of this privilege:

* Memorial Union Reservation Guidelines for Student Organizations
* Temporary Status Student Organizations
  + - Student Organizations are in temporary status for approximately 4 months. During this time period they have the following privileges until they have achieved Full Status:
    - 1 hour per week for meetings
    - Allowed to submit 3 flyers
    - 1 contact table during temporary status period
* Full Status Student Organizations (3 or higher)
  + - Up to 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

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

* Customer Service Reminders
  + Customer Service Reminder Forms are completed when groups do not follow policy guidelines. Failure to follow policy guidelines will jeopardize your organization’s ability to use the Memorial Union facilities and may result in a fee.
* Memorial Union Reservation Processes
  + Space in the Memorial Union can be reserved by completing a reservation request form and submitting it to the Administrative Office on the upper level of the Memorial Union. You can you can pick up a request form in the Memorial Union Administrative Office (MU 246) or access a request form at one of the following links:
* Forms

[Room Reservations](http://www.ndsu.edu/mu/about_mu/event_risk_management_forms/)

[Promotional Spaces (Display Cage, Poster Frames, Table Display Insert, Outdoor Banner)](http://www.ndsu.edu/mu/about_mu/event_risk_management_forms/)

[Contact Table](http://www.ndsu.edu/mu/about_mu/event_risk_management_forms/)

[Recreation Center](http://www.ndsu.edu/mu/about_mu/event_risk_management_forms/)

[Fundraising Registration Form](http://www.ndsu.edu/mu/about_mu/event_risk_management_forms/)

[Promotional Reservation Policy Information](http://www.ndsu.edu/mu/about_mu/event_risk_management_forms/)

* Steps in Reserving Rooms and Promotional Spaces in the Memorial Union:

1. Retrieve the proper request form as noted above. It is your responsibility to read all the information on the request form (front and back), complete all areas in full, and initial/sign whenever instructed to do so. Incomplete reservation requests create delays in processing
2. Only the President, Vice President, and Treasurer are allowed to reserve space in the Memorial Union. Requests submitted by anyone other than these three qualifying officers will not be processed.
3. Submit completed paperwork to the Memorial Union Administration Office as soon as possible so your request can be processed.
4. Please allow a minimum of 72 hours for your request to be processed. We encourage you to request well in advance to allow for proper processing and for best availability options.
5. Events requiring technical assistance must be made three (3) weeks in advance.
6. Once your request has been processed, you will receive a confirmation by e-mail.
7. If your organization has any questions, the Event Services staff in Memorial Union Administrative Office will be happy to assist.

Additional Information

* Fundraising
  + If you are conducting a fundraising activity you must complete a fundraising form, obtain the necessary signature(s), and submit along with your reservation request form.
  + Reservation request forms for fundraising events will not be accepted without this form.
* Room Charges
  + Reservations requiring a fee will be canceled if not paid before the day of the event.
  + Some examples of when fees are applicable include technical sound & light assistance, events occurring outside of normal building hours, dance floor, and room rental to name a few.
  + Charges may also be added for extra cleaning fees or damages.
  + If your organization is unable to find an available date in the Memorial Union, consider another building on campus. Visit the Registration & Records website for information how to book classroom space.