**NORTH DAKOTA STATE UNIVERSITY**

**Congress of Student Organizations**

OFFICIAL GUIDELINES

(REVISED February 25, 2020)

**Title 1** **Preamble**

1.1 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 CSO Commission and the Executive Commissioner of the Congress of Student Organizations are responsible for enforcing the CSO Guidelines, as well as, University Policies, and Procedures in a way that is consistent, fair, and equal to all student organizations.

**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 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 training and leadership of student organizations and Student Government in recognizing new student organizations. The CSO Commission is responsible for coordinating various annual awareness and training events and determining organizations' eligibility to receive Student Activity Fee funding.

2.2 Duties of the Commission

2.2.1 Duties of the CSO Executive Commissioner

2.2.1.1 Represent the concerns of student organizations to all levels of the University;

2.2.1.2 Meet with representatives from student organizations to determine organization needs and to clarify requests brought before the CSO Commission;

2.2.1.3 Preside at all CSO Commission meetings;

2.2.1.4 Establish a convenient meeting time for the CSO Commission;

2.2.1.5 Prepare an agenda for each CSO Commission meeting and present to the CSO Commission as necessary;

2.2.1.6 Inform the Student Senate, Student Government Executives, and Student Activities Office of business conducted by the CSO Commission;

2.2.1.7 Maintain accurate filings of all CSO Commission business and make these files available in the Student Government Office and through Student Government online resources;

2.2.1.8 Oversee planning and implementation of all CSO Commission activities, including but not limited to the Student Involvement Expo, Large Group Meetings, CSO Commission meetings, Adviser Training(s) and the Bison Leader Awards;

2.2.1.9 Administrate the Congress of Student Organizations’ MyNDSU page;

2.2.1.10 Prepare and process CSO student organization online documentation

2.2.1.11 Maintain the Master Organization Document with assistance from the Student Activities Office;

2.2.1.12 Carry out all meetings by the times set forth in these guidelines and CSO Commission activities in an appropriate and timely manner;

2.2.1.13 Complete all other duties that are vital to the function of the CSO Commission;

2.2.1.14 Establish eligibility and agreements with the Memorial Union for Student Organization use of the Memorial Union services.

2.2.2 Duties of the Commission Members

2.2.2.1 Attend all Commission meetings, Large Group Meetings, and any other CSO Commission activities unless excused by the CSO Executive Commissioner;

2.2.2.2 Act as liaisons between student organizations and the CSO Commission;

2.2.2.3 Be responsible for tasks delegated by the CSO Executive Commissioner;

2.2.2.4 Enforce CSO Guidelines and University policies and procedures pertaining to student organizations when recognizing student organizations;

2.2.2.5 Execute all other duties that are vital to the function of the CSO Commission.

2.2.3 Duties of the Congress of Student Organizations Adviser (s)

2.2.3.1 Act as liaison(s) among the student organizations, the CSO commission and the University;

2.2.3.2 Assist with carrying out CSO events and activities;

2.2.3.3 Ensure continuity between CSO Executive Commissioners;

2.2.3.4 Maintain and promote the prosperity and continued success of the CSO Commission.

**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' 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 CSO have ownership and full administrative privileges of CSO MyNDSU page. The CSO Executive Commissioner has full discretion for the NDSU Branch and its contents.

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 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 MyNDSU Pages are created for Student Government recognized 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 CSO Branch MyNDSU page is not to be used as a mass email tool for the general student body. Emails sent with the CSO Branch MyNDSU page must pertain to:

3.1.2.1.1 Actions taken by CSO and Student Government regarding budgeting processes and other events pertinent to the maintenance of organizational status;

3.1.2.1.2 Information determined appropriate by the CSO Executive Commissioner;

3.1.2.1.3 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.

**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 criteria, 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 a minimum of six times each fall and spring semester. During the spring semester CSO Commission meetings must be concluded prior to officer transitions;

4.2.6 The CSO Executive Commissioner will notify student organizations eligible to attend CSO Commission meetings via e-mail;

4.2.7 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 disabled;

4.2.8 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 status and their request for status change;

4.2.9 Student organizations requesting full status recognition must have an executive officer present at the CSO Commission meeting at which the recognition 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;

4.2.10 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 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:

4.2.10.1 Move to recognize temporarily;

4.2.10.2 Move to recognize at a full status of five, four, or three;

4.2.10.3 Move to deny recognition, with reasoning to why the organization was not approved, including documentation in the minutes;

4.2.10.4 Move to place on probation with terms to be specified;

4.2.10.5 Move to recognize temporarily contingent upon completion of tasks as assigned by the CSO Commission

4.3 Large Group Meeting Policy

4.3.1 Required Large Group Meetings will be held once in the fall and spring semesters. Subsequent meetings will be called at the discretion of the CSO Executive Commissioner with consent of the CSO Commission;

4.3.2 All full status, temporary status, Tier II, and Tier III organizations are required to attend each Large Group Meeting; exemptions are at the discretion of the CSO Executive Commissioner

4.3.3 At least one officer needs to be in attendance, and a student cannot represent more than two student organizations unless otherwise stated by the CSO Executive Commissioner. Advisers are welcome to attend but will not be counted towards required attendance.

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 status each semester at the discretion of the CSO Executive Commissioner and approval of the CSO Commission.

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 The organization provides important services to the entire student body;

5.1.1.2 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;

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

5.1.1.4 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.

5.1.2 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, ~~opportunity to participate in~~ 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.

5.1.3 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:

5.1.3.1 Grade Point Average requirements;

5.1.3.2 Specific Major Requirements;

5.1.3.3 Age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activities, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable;

5.1.3.4 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. 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 Temporary Status Recognition

5.2.1 To receive temporary status recognition, 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 Fill out the organization registration on MyNDSU, including paperwork, 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;

5.2.1.2 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;

5.2.1.3 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;

5.2.1.4 Submit a completed constitution to the CSO Executive Commissioner at the CSO Commission meeting. The constitution must be updated every three years by resubmission on MyNDSU. This requirement may be waived by a two-thirds (2/3) majority vote by the CSO Commission.

5.2.1.5 Once recognized at temporary status, all officers and adviser must enroll in the student organization’s MyNDSU page and enroll as leaders;

5.2.1.6 Operate within CSO Guidelines and NDSU policies/procedures.

5.2.1.7 Have an adviser that is a NDSU staff or faculty member.

5.3 Full Status Recognition

5.3.1 To receive full status recognition, student organizations must adhere to the temporary status requirements (as stated in Section 5.2), as well, as comply with the following:

5.3.1.1 Have been in existence and functioning for a minimum of 16 weeks as a recognized temporary student organization. The organization should return 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;

5.3.1.2 Purposes must be compatible with the educational purposes of the university;

5.3.1.3 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;

5.3.1.4 Maintain and keep up-to-date information on their student organization’s MyNDSU Page;

5.3.1.5 Officer representation at all CSO Large Group Meetings that are held between the time temporary status is achieved continuing through full status achievement;

### Title 6 Tri College Campus Events, Services, and Student Organizations

* 1. Tri-College Institutions” (TCU) are Concordia College (CC) of Moorhead, Minnesota, Minnesota State University Moorhead (MSUM) of Moorhead, Minnesota, North Dakota State University (NDSU) of Fargo, North Dakota, North Dakota State College of Science (NDSCS) of Wahpeton, North Dakota and Minnesota State Community and Technical College (M State) of Moorhead, Minnesota. The TCU agreement pertaining to campus events, student services, and student organizations is listed below.
		1. Students are invited to attend campus events at any of the five partnering campuses. The host campus will set rates for all activities.
		2. Campuses are encouraged to inform and make activities open to students, faculty and staff from partner institutions.
		3. Some campus events and student support services may not be available to Tri-College 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.
		4. Tri-College institutions will permit students from partnering institutions to participate in student organizations subject to the following exceptions:
			1. Intercollegiate activities, club sports, and intramural sports are ineligible for Tri-College student participation. These organizations are identified as competitive groups that require travel and funding for scheduled competitions.
			2. Social Fraternities and Sororities are ineligible for Tri-College student participation.
			3. NCAA sanctioned sports are ineligible for Tri-College student participation.
			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 temporary or as full status by the CSO Commission, it must fulfill the requirements of recognized student organizations.

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.

7.1.2 Student Organization Adviser Requirements

7.1.2.1 Each organization is required to have an NDSU staff/faculty member as an adviser.

7.1.3 Congress of Student Organization Large Group Meetings

7.1.3.1 An Executive Officer will attend all CSO Required Large Group Meetings held by the CSO Executive Commissioner.

7.1.3.2 Each individual attending the Large Group meetings shall represent a maximum of two student organizations.

7.1.4 Officer Documentation

7.1.4.1 Any full status, temporary status, Tier I student organizations, Tier II, and Tier III organizations’ outgoing president must update the student organization’s list of officers with their NDSU email addresses within ten days of officer elections.

7.1.4.2 Officers are required to ensure their officer information is updated on their student organization’s MyNDSU Page. This is the responsibility of the outgoing officers.

7.1.5 Documents

7.1.5.1 All documentation must be submitted by the date specified by the CSO Executive Commissioner. Failure to complete with any of these requirements will result in a drop-in status 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 CSO Executive Commissioner.

7.1.6 Constitutional Revisions

7.1.6.1 Any full status, temporary status, Tier I student organizations, Tier II, and Tier III are 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 Constitutions must outline:

7.1.6.3.1 Student organization name, description, mission, goals, year formed, ratification date, etc.;

7.1.6.3.2 What, if any, requirements are necessary for becoming a member of the organization;

7.1.6.3.3 How selection of officers and adviser(s) is carried out;

7.1.6.3.4 How removal of members and members' appeal of their removal is carried out;

7.1.6.3.5 The NDSU Anti-Discriminatory Statement;

7.1.6.3.6 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 Senate 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** CSO **Status Policy**

8.1 CSO Statuses

8.1.1 Once the CSO Commission has moved a student organization to full status, it is awarded a CSO status of five, pending the CSO 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.

8.1.2 Student organizations with a CSO status of 3, 4, or 5 are considered in good standing with 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 Code and the Executive Commissioner of Finance (128 Memorial Union) for information concerning eligibility to receive funding from Student Government.

8.1.3 Student organizations with a CSO status 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 status of 3 they will regain lost privileges.

8.2 Status Assessment

8.2.1 Statuses will be assessed after every requirement set by the CSO Executive Commissioner.

8.2.1.1 Assessment notification will occur no later than two weeks after each requirement is due.

8.2.1.2 The following violations will result in the loss of one status:

8.2.1.2.1. Student organization absent at a required CSO Large Group Meeting;

8.2.1.2.2. Failure to update student organization officers with the Student Activities Office or with Student Government;

8.2.1.2.3. Failure to pay bills on time;

8.2.1.2.4. Failure to submit one or more of the following forms by the date determined by the CSO Executive Commissioner:

8.2.1.2.4.1. Constitution;

8.2.1.2.4.2. Officers;

8.2.1.2.4.3. Any other form(s) requested by the CSO Executive Commissioner of the Congress of Student Organizations and/or NDSU.

8.3 Disabled Status

8.3.1 If a student organization is at a status of 1, and a subsequent violation occurs, the organization is disabled. An inactive student organization is subject to the following:

8.3.1.1 Restricted from using any facility on campus.

8.3.1.2 All mail sent to the Adviser.

8.3.2 Depending on the condition of the student organization, the CSO Commission will choose from one of the following options:

8.3.2.1 Move to reinstate organization to full status (the student organization will be awarded a CSO status of 3);

8.3.2.2 Move that the student organization remain temporary for a set amount of time (not to be longer than a subsequent 16 weeks). The CSO Commission shall have the power, with consent of 2/3 of the CSO commission members, to revoke recognition of any student organization.

8.3.3 A student organization placed on probationary or disabled status by the CSO Commissioner, may appeal the decision to the CSO Commission.

8.3.4 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.

8.4 Status Appeal

8.4.1 All student organizations are entitled to appeal their change in status.

8.4.1.1 Student organizations must have an opportunity to appeal their status change before finals week in the fall and spring semesters.

8.4.2 Appeals will be heard during CSO Commission meetings.

8.4.3 After hearing an appeal, the CSO Commission may then take one of the following actions:

8.4.3.1 Move to reinstate previous status;

8.4.3.2 Move to leave student organization at new status;

8.4.3.3 Move to table pending further investigation.

8.4.4 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.

 8.5 Reinstatement of Good Standing

8.5.1 The purpose of this policy is to provide the CSO Commission with an option for addressing unique situations regarding organizations that may be in poor standing with the CSO Commission. This policy allows status improvements that are greater than one point so that an organization can be in good standing again with the CSO Commission. For example, a disabled organization or an organization with a status of one or two can be granted a status of three, four, or five through this policy.

8.5.1.1 The CSO 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 CSO Commission also recognizes that some of those organizations may adequately address the problems that may have led to poor standing with the CSO Commission, and the CSO Commission wants to help those organizations if they can demonstrate that they can, and will, adequately address those problems. Under the usual policies, it might take an organization in poor standing 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.

8.5.1.2 The Reinstatement of Good Standing policy exists as a mechanism to address situations like those listed in 8.5.1.1. The CSO Commission may grant an organization in poor standing a new CSO status 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 CSO Commission should not utilize this authority lightly though as it is very important that organizations follow the usual procedures established by the CSO Commission. Should this policy be utilized to improve the standing of an organization, it is imperative that the CSO 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 five-year period. If CSO Commission decides it is the best policy, then it can slightly increase an organization’s status with the intent of reviewing the organization again the following semester.

8.5.1.3 Because of the unique situations that such organizations may face, the CSO

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 CSO Commission is responsible for making their expectations as clear, consistent, and reasonable as possible. The CSO 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 CSO Commission or explain why it cannot meet those expectations. The CSO Commission should make clear to the organization being reviewed that it has the right to appeal the final decision.

8.5.2 Any organization in poor standing may be considered for this policy. Furthermore, any organization still under review through the provisions in 8.5.1 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 CSO Commission. The CSO Executive Commissioner should inform such organizations via email that they have the right to be considered for this policy. It is imperative that the CSO Executive Commissioner stress that there is no guarantee that the CSO Commission will support a status increase.

8.5.3 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 CSO Executive Commissioner that will allow leaders from the organization to present their case before the CSO Commission. The CSO Executive Commissioner should provide reasonable assistance to the organization in regard to helping the organization prepare for that meeting appropriately.

8.5.4 Well-informed leaders 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.

8.5.5 The CSO Commission will discuss the organization’s request. The CSO Commission, when finished with discussion, will take one of the following actions:

8.5.5.1 With a 2/3 majority vote, may grant the organization a CSO status of 3, 4, or 5.

8.5.5.1.1 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 3, 4, or 5 may be reviewed again through this policy if the CSO Commission deems that appropriate, though a deadline for such a review must be specified;

8.5.5.1.2 A rationale must be provided in writing to the organization, and that rationale must be filed appropriately for future referral. If the CSO 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;

8.5.5.1.3 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.

8.5.5.2 A simple majority may vote to postpone the decision to a later meeting. If the CSO Commission does postpone, expectations must be provided to the organization in order to be considered for a status increase.

8.5.5.3 A simple majority may grant the organization a CSO status of 1 or 2 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 CSO Commission reviews that organization again in a future semester if this option is chosen.

8.5.5.4 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 Commission 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.

8.5.6 Reliable records should be kept of any decisions made by the CSO Commission, including copies of the rationales provided to the organizations. Official minutes of the CSO Commission meetings will be considered reliable records. For consistency, it is encouraged that these records are incorporated into future decisions if they apply.

8.5.7 The organization may file an appeal with the Student Court of Justice if it is not satisfied with the outcome.

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

9.1 Temporary Status Benefits

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

9.1.2 Ability to reserve Memorial Union space (limited to one hour per week, and one contact table during their temporary status period);

9.1.3 Opportunities to hang posters/flyers in Memorial Union and use of the SG TV’s;

9.1.4 Participation in the Fall and Spring Student Involvement Expos;

9.1.5 A mailbox assignment in the Student Activities Office;

9.1.6 Usage of the CSO Resource Room in the Student Activities Office;

9.1.7 A student organization MyNDSU Page;

9.1.8 Funding according to Student Government Finance Code.

9.1.9 Usage of Thunderbolt Resource Sheets;

9.1.10 Eligibility to open a student organization checking account;

9.2 Full Status Benefits

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

9.2.2 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);

9.2.3 Opportunities to hang posters/flyers in Memorial Union and use of the SG TV’s;

9.2.4 Ability to reserve in the Wallman Wellness Center as well as any academic building on campus;

9.2.5 Participation in the Fall and Spring Student Involvement Expos;

9.2.6 A mailbox assignment in the Student Activities Office;

9.2.7 Usage of the CSO Resource Room in the Student Activities Office;

9.2.8 A student organization MyNDSU Page;

9.2.9 Eligibility to open a student organization checking account;

9.2.10 Issuance of a student organization Peoplesoft ID number

9.2.11 Funding according to Student Government Finance Code;

9.2.12 Usage of the Student ANNOUNCEment Listserv, student organization status at the beginning of the semester determining availability of use;

9.2.13 Usage of Thunderbolt Resource Sheets;

9.2.14 Eligible to receive the NDSU Dining Grant.

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

10.1 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.

10.1.1 For more information please contact the Executive Commissioner of Finance or the Finance Code available on the Student Government Website (www.ndsu.edu/sg).

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

11.1 Recruitment Policy

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

11.1.2 All recruiting material must contain the name of the student organization and its actual affiliations and associations with other organizations;

11.1.3 Members of the student organization soliciting new members must identify themselves, their student organization, and its affiliation with other organizations;

11.1.4 Student organizations are not to use ~~excessive~~ pressure, harassment, threats, hazing, or any form of coercive tactics to convert, retain, or recruit members;

11.1.5 All student organizations are expected to uphold all CSO and NDSU policies/procedures.

11.2 Expression Policy

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

11.2.2 Students and student organizations are free to support causes by orderly means which do not disrupt the regular and essential operation of the institution;

11.2.3 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;

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

11.3 NDSU Name and Logo Usage Policy

11.3.1 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.

**Title 12 CSO Official Guidelines Amendment Policy**

12.1 Review of the Guidelines

12.1.1 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 CSO Executive 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 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.

12.2 Amendments to the Guidelines

12.2.1 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.

**Title 13 Policy Regarding Organizations of a Similar Nature**

13.1. If CSO Commission deems a new organization too similar to an existing organization, and denies them temporary status, said organization can appeal to the Student Court.