THE COUNCIL ON STUDENT ORGANIZATIONS (rev. 04-25-2012)

STRUCTURE AND GUIDELINES

ARTICLE I: PURPOSE OF COSO

The Council on Student Organizations (COSO) is the primary liaison between Dartmouth College and the undergraduate student organizations falling under COSO’s scope of authority. (See Article III).

As such, COSO is the coordinating agency to which organizations are responsible while carrying out their stated aims and contributing to the life of the College. It is also the agency responsible for allocating such financial and other assistance as the College makes available for COSO-recognized student organizations. COSO encourages a high degree of organizational and financial responsibility in student organizations by providing a continuing repository of experience and knowledge to changing student memberships, as well as continuing administrative assistance, especially concerning finances.

As the representative of student organizations to the College, COSO advocates the interests of student groups in matters of policy and budgeting to appropriate College Officers and agencies.

ARTICLE II: POWERS OF COSO

COSO shall have the following powers and responsibilities:

A. To grant, withhold, withdraw, and reinstate recognition of undergraduate student organizations.
B. To oversee, advise, and regulate recognized undergraduate student organizations.
C. To enact rules, procedures, and policies necessary to carry out its responsibilities, subject to and consistent with rules, policies, and procedures promulgated by the officers of the College.
D. To allocate the funds received from the Undergraduate Finance Committee to undergraduate student organizations.

ARTICLE III: SCOPE OF AUTHORITY

The jurisdiction of COSO extends to all organizations initiated and sustained by students with the exception of groups already associated with:

A. The Dartmouth College Athletic Department.
B. The Dartmouth College Board of Trustees.
C. The Dartmouth Outing Club.
D. The Hopkins Center for Arts.
E. The John Sloan Dickey Center for International Understanding.
F. The Nelson A. Rockefeller Center.
G. The William Jewett Tucker Foundation.
H. Student organizations recognized under the authority of the Graduate School of the Arts and Sciences, the Geisel School of Medicine, the Thayer School of Engineering, or the Tuck School of Business.
I. Associated groups operating within the purview of the Dean of the College division including, but not limited to, the Class Councils, Collis Governing Board, Greek letter organizations and associated organizations, the Green Key Society, Programming Board, senior societies, and undergraduate societies.
J. Special groups associated with the Office of the President.
K. Any organization associated with another recognizing body of the College that prevents COSO recognition.

**ARTICLE IV: RELATIONSHIP TO THE COLLEGE**

COSO is a committee on which faculty serve (see Organization of the Faculty of Dartmouth College) and is funded by the student activities fee. COSO reports to both the Dean of the Faculty of Arts and Sciences and to the Dean of the College. At the end of each fiscal year, COSO may submit a written report at the request of the Dean of the College and the Dean of the Faculty.

**ARTICLE V: MEMBERSHIP AND OPERATING PROCEDURES**

Section 1. Membership
COSO consists of voting members and the Associate Director of the Collis Center for Student Involvement as the non-voting chair. Every COSO meeting is facilitated by a voting student COSO member.

A. The voting members include:
   1. One representative of the Dean of the College Office.
   2. Two representatives of the Faculty. These representatives are appointed by the Committee on Organization and Policy (COP) to serve for three consecutive years.
   3. Six student representatives from each of the three upper classes, appointed by COSO, to serve until graduation.

B. Student representatives on COSO are selected as follows:
   1. Solicitation of applicants from the first-year class on a class-wide basis by COSO takes place during spring term.
   2. The applicants are interviewed by a subcommittee of COSO selected from the current student membership. Selection for membership on COSO is based on the following criteria: current extracurricular involvement, ability to dedicate significant time to COSO business, response to subjective questions concerning personal motivation, responsibility, and general thoughts on extracurricular life on campus.
   3. The subcommittee shall present a list of the final candidates to COSO for discussion and confirmation.

Section 2. Responsibility and Removal
The opportunity to serve on COSO obligates members to contribute their time and efforts to the best of their ability. Attendance at COSO meetings and other duties on behalf of COSO must be a very
high priority commitment for a member and CONFIDENTIALITY IS MANDATORY. To ensure that COSO is made up of members able to fulfill their responsibilities, a set of guidelines for replacement of inactive members has been established:

A. Members are permitted two unexcused absences per term from meetings.
B. Any member with a scheduling conflict for that term shall declare him or herself to be inactive for the term. Class scheduling conflicts with COSO meetings shall constitute the only academic purpose for inactivity. Inactive status may only be used one time for non-academic purposes. Inactive members may attend meetings but may not vote.
C. If a member exceeds the allowed number of absences, the COSO advisor reserves the right to remove the said member from the body. A secret majority vote of the COSO board can overturn the COSO advisor’s decision.
D. Student members on academic probation may not attend meetings during their period of probation but are not removed from COSO.
E. Faculty or administrative members on leave or sabbatical terms are not expected to attend meetings and are not removed from the Council.
F. In the summer term, COSO will replace any student members who have resigned with members of the sophomore class. A process as described in Article V, Section 1 will be used.

Section 3. Operating Procedures

A. The Associate Director of the Collis Center for Student Involvement will serve as the Administrative Chair, and a voting student member of COSO will facilitate each meeting.
B. The meetings of COSO shall be governed by basic parliamentary procedure.
C. All questions before COSO shall be decided by a majority of those members present and voting.
D. If a voting member is, or ever was, a member of an organization that has a proposal before COSO, that member shall disclose their affiliation with the organization. If the voting member is currently a member of the organization, then they shall not vote.

ARTICLE VI: COSO RECOGNITION OF STUDENT ORGANIZATIONS

Section 1. Standards of Recognition

A. COSO will consider for recognition any organization initiated and sustained by undergraduate students whose purposes are consistent with the liberal arts objectives of Dartmouth College (See Article III).
B. COSO will not discriminate with regard to race, color, creed, sex, national origin, physical ability, or sexual orientation in the recognition of organizations.
C. COSO will not consider issues of whether, if, or how COSO will fund the organization at the time of the recognition.

Section 2. Rights and Responsibilities of Recognized Organizations

A. The right to use the name of Dartmouth College in the activities and publications of the organization, and to be a recognized representative of the College at all functions in which the organization participates.
B. The right to request use of the facilities, property, and services of the College.
C. The right to request use of the resources of the College, including the provision of office space when available; the preparation (and distribution) of communications of the organization at minimal cost; the provision of accounting services including monthly reports of income and expenditures; and administrative support from the Collis Center for Student Involvement Office.

D. The right to request financial assistance from COSO to further the activities of the organization. Recognition does not guarantee financial support.

E. The responsibility to respond promptly to COSO requests for budgets or other information concerning the status of the organization.

F. The responsibility to inform COSO of changes in the officers or advisors, or any other development that might affect the status of the group as a recognized student organization.

G. The responsibility to comply with the requirements of the organization’s constitution and bylaws, all rules and policies of the College, and all local, state, and federal laws.

H. The responsibility to use college funds and facilities reasonably and in the manner for which their use is authorized.

I. The responsibility to comply with college policies on fundraising, accounting and solicitation for funds.

Section 3. Process for Recognition

A. A petition for recognition by COSO must be submitted by undergraduate student(s) to Collis Center for Student Involvement Office.

B. In order to become recognized, a petitioning organization must satisfy the following criteria:

1. Ten (10) Dartmouth undergraduate students must indicate an interest in forming the organization.
2. A Statement of Purpose describing how the organization will serve the needs of Dartmouth undergraduates must be submitted.
3. A proposed constitution must be submitted, which includes all items listed in Subsection C below.
4. The name of an advisor who has been selected and has consented to serve must be submitted (See Subsection F).

C. Within the constitution of an organization the following sections must be included:

1. The name of the organization.
2. A statement that the purpose for which the organization is to be organized is consistent with the aims and objectives of a liberal arts education as pursued by Dartmouth College. No purpose or objective of the organization shall be in conflict with state or federal laws presently in force or hereafter enacted.
3. A statement of the aims and objectives of the organization.
4. A statement that membership in the organization is open to all members of the Dartmouth Community without regard to race, color, creed, sex, physical ability, sexual orientation or national origin.
5. A statement that at least 75% of the members will be Dartmouth undergraduate students.
6. A statement that the officers (e.g. President, Vice President, Treasurer, Secretary) of the organization shall be undergraduate students in good standing, and that
no undergraduate may hold more than one office in the organization at any one time.

7. A statement that each member shall have one (1) vote.

8. A statement that a member of the organization who is on academic probation shall not be allowed to hold an officer position.

9. A statement that all funds of any type shall be maintained in a College account. No organizational funds may be kept in any account outside the College accounting system.

10. A statement that the constitution shall be kept on file at the Collis Center for Student Involvement Office. Any changes that are made shall be submitted COSO for approval. The constitution shall be available to any member of the Dartmouth community.

D. Organizations that have non-College affiliations must supply a statement describing affiliated organization(s), including a complete and accurate description of the relationship(s). The organization shall certify to COSO that all conditions for affiliation meet the standards of COSO and the College for recognition of a student organization. COSO, or in special cases the Office of Legal Affairs, will determine if the affiliation is appropriate.

E. The Petition for Recognition shall be presented to COSO in person by at least seven of the undergraduate petitioners and the advisor. If COSO is satisfied with the petition, recognition shall be extended to the organization. If COSO is dissatisfied with the petition, the Chair shall notify the petitioners of COSO’s concerns and make suggestions for changes and resubmission.

F. A member of the Dartmouth faculty and/or administration must serve as the advisor to the organization. Advisors of student organizations shall perform the following functions:

1. Provide stability and continuity to student organizations.

2. Assist in the activities of the group and provide guidance through advice and suggestions.

3. Assist in fostering the prudent management of organizational funds.

4. Advisors to student organizations should take constructive, corrective or referral action as appropriate when there is a violation of the Standards of Conduct and Principle of Community (see the Dartmouth College Student Handbook).

   a. Constructive action – the education of undergraduates about relevant state laws, College policies, and issues.

   b. Corrective action – the intervention during an undesirable event or episode.

   c. Referral action – the intervention with and referral to the Associate Director of the Collis Center for Student Involvement or other appropriate College officials of individuals whose misconduct represents a serious violation of College policy.

G. Organizations whose activities are likely to be risky to the participants or the College will be required by COSO to have a Board of Advisors chosen for their expert knowledge of the proposed activities of the organizations. Such Board will have not less than three (3) members.
H. Newly recognized organizations will be notified that they are either eligible for funding or considered selective. Organizations are welcome to request that COSO reexamine their status at any time.

Section 4. Withdrawal of Recognition
A. COSO has the authority to withdraw recognition of an organization.
B. Withdrawal of recognition may take place under any of the following conditions:

1. Violation of the Standards of Recognition (See Section 1).
2. Evidence that the organization is no longer functioning in a manner consistent with its stated purpose and constitution.
3. Violation of College policies, local, state or federal laws or regulations.
4. Evidence that the organization is functioning in a manner that is no longer consistent with the aims and objectives of a liberal arts education as pursued by Dartmouth College.
5. Evidence that the organization has caused a physical disruption of the educational process at Dartmouth College.
6. Evidence that the organization has been inactive for at least one calendar year.
7. Evidence that the group is engaging in hazing practices as defined by New Hampshire State law.
8. A finding of responsibility by the Organizational Adjudication Committee (OAC).

C. Any member of the Dartmouth community may bring before COSO at any time a request for the withdrawal of recognition of any COSO student organization.

D. The following procedures will be followed for the withdrawal of recognition.

1. The organization shall be notified of COSO’s intent to withdraw recognition and the reason(s) for which recognition may be withdrawn.
2. The officers of the organization shall be given the opportunity to appear before COSO before any motion for withdrawal of recognition shall be brought to a vote.
3. A majority vote of the COSO members present shall be required for the withdrawal of recognition of a student organization.

E. Withdrawal of recognition from an organization shall not prevent the organization from re-applying for recognition at the end of two (2) full College terms.

F. COSO may determine that other sanctions will be applied to the organization as noted under Section 7.

Section 5. Status of Recognized Organizations and Annual Recognition Process
A. In order to remain in active status, an organization must do the following:

1. Submit to the Collis Center for Student Involvement Office the names of all officers and the advisor(s) for the organization by the stated deadline at the beginning of each term.
2. Submit to the Collis Center for Student Involvement Office a completed Annual Renewal of Recognition by the stated deadline.

B. Any organization that does not meet the above conditions will lose their status as a COSO recognized group.
C. Any organization that loses recognition will neither be allowed to access funds previously approved nor to request new funds. COSO reserves the right to reinstate frozen accounts if a failed or late Annual Renewal of Recognition is subsequently completed to COSO’s satisfaction.

D. Organizations will have access to their accounts only after their treasurers have attended the Student Organizations Treasurer Training.

Section 6. Funding of Organizations

A. Recognition confers upon a non-selective organization the right to request financial support from COSO for program activities demonstrably related to the organization’s Statement of Purpose. A request does not guarantee such support.

B. Each request will be judged on its merit and the primary consideration will be the appropriateness of the use of student activities fees for the proposed activities. Additional consideration may include:

   1. The organization’s ability to supplement classroom education and cocurricular activities.
   2. The nature of the proposed activities.
   3. The financial support (if any) received from the membership and other organizations’, attendance at previously held activities, the extent to which the College community may participate in some of its programs, and the amount of COSO funds available for distribution at any given time. COSO reserves the right to decide which program activities the funds of a student organization can be used to defray.

C. COSO funds cannot be used to purchase alcoholic beverages. While making allowances for differences in programming, COSO’s financial support of similar programs shall be roughly equal.

D. Organizations with the means to do so are encouraged to generate income to offset, partially or in full, the costs of their program (e.g. paid advertisements in publications, sale of publications, or other performing fees, or fees for services). Income in excess of program costs for a given year is carried forward in that organization’s account to offset future costs.

E. In generating income, COSO organizations are not permitted to solicit alumni/ae for funds without notice to the Associate Director of the Collis Center for Student Involvement Office and prior approval of the Director of Development.

F. Organizations may not: 1) utilize the organization for financial enrichment of any officer, member or affiliate(s); 2) soliciting funds outside the College without the express approval of the Associate Director of the Collis Center for Student Involvement Office at Dartmouth College; 3) lend or give College funds to any unaffiliated individual, group, or organization. Organizations may sponsor fundraising activities for charity or organizational support with approval by the Associate Director of the Collis Center for Student Involvement Office.

G. COSO groups are not permitted to charge membership fees. Nationally affiliated organizations may not require National dues as a criterion for membership in the Dartmouth College organization.

H. Participant fees for specific activities are permissible.
I. The officers of the organization shall accept responsibility for College accounts and shall maintain no outside bank accounts.

Section 7. Oversight of Recognized Organizations
A. COSO may establish rules and policies concerning the structure and/or activities of an organization, a class of organizations, or all organizations when it feels such action is in the best interests of the College.
B. COSO shall allocate among organizations all non-financial resources that the College makes available for their support.
C. The OAC is responsible for adjudicating violation of College policy by COSO recognized student organizations. The OAC will review the reported violation, provide an opportunity for the organization to respond, and then determine sanctions for the organization.

Section 8. Student-Initiated Projects
COSO will consider proposals for student-initiated projects are defined as activities created by an individual student or group of students. Proposals shall be reviewed on the basis of the same criteria as organizations’ proposals. Particular emphasis shall be placed on the impact of the proposal on the entire campus.

A. The proposal should be submitted in the form of a written proposal and defended orally before COSO.
B. The Council will study each project and determine its appropriateness and financial viability.
C. With regards to projects, particularly group projects that seek to represent Dartmouth off-campus, critical attention shall be paid to the legitimacy of COSO extending the Dartmouth name.
D. In the event that the project is approved, the procedure for monitoring the project will be established. The funding and accounting procedure shall be handled in the same manner as for organizations.
E. All materials produced by or resulting from COSO-funded projects will be the property of Dartmouth College. Certain projects may require contract negotiation.
F. The end product of student-initiated projects should be open to the Dartmouth community.

Section 9. Finality of Authority
COSO shall be the final interpreter of the foregoing policies and the final arbiter of all matters arising under them.

ARTICLE VII: AMENDMENTS

Any amendments to the Structure and Guidelines of COSO must be submitted one week prior to a vote. Two-thirds (2/3) of the active, on-campus members of COSO must approve any modification.