

GUIDE TO CHARTERING NMHU CLUBS/ORGANIZATIONS

All chartered clubs/organizations must (re)apply to the Office of Campus Life during the fall semester (no later than September 15th) of each school year to be officially recognized by the university. Chartering of a new club/organization may take place at any time.

As part of the application process, the following are offered as guidelines in submitting your request.

- √ A student club/organization must have at least four NMHU student members to be chartered.
- √ The club/organization must provide the names, e-mail addresses, and phone numbers of the officers/representatives as well as that of its membership.
- √ The club/organization must have a faculty/staff advisor who is employed by NMHU at least halftime.
- √ All chartered club/organization officers must be registered students at NMHU.
- √ The club/organization must adhere to the constitution/by-laws of its group.
 - The constitution/by-laws of a club/organization must include, but are not limited, to the following:
 1. Name and purpose of the organization;
 2. Eligibility criteria for membership;
 3. Provisions for officers to include their titles, terms of office, and their respective duties;
 4. Provisions for meetings, including frequency and how they are called;
 5. Provisions for covering rules of procedure and voting;
 6. Definition of a quorum;
 7. Provisions for amending the constitution/by-laws.
- √ The Office of Campus Life must be kept informed of any changes to the above.
- √ The club/organization must also adhere to all other terms as stated in the Student Handbook with regard to the Student Code of Conduct. For further information on chartering regulations, please pick up a club/organization handbook or pamphlet available in the Office of Campus Life.

NMHU Chartered Student Clubs/Organizations

Please type or print.

Chartering _____
Re-Chartering _____
Officer Change _____

Date Received _____
Approved _____
Denied _____

NAME OF CLUB/ORGANIZATION: _____

TYPE OF CLUB/ORGANIZATION: _____ (i.e., Religious, Honorary, Social, etc.)

PURPOSE OF THE CLUB/ORGANIZATION: _____

| OFFICERS: | NAME | E-MAIL ADDRESS | PHONE |
|-----------------|-------|----------------|-------|
| PRESIDENT: | _____ | _____ | _____ |
| VICE-PRESIDENT: | _____ | _____ | _____ |
| SECRETARY: | _____ | _____ | _____ |
| TREASURER: | _____ | _____ | _____ |

CERTIFICATION OF NMHU REQUIREMENTS FOR CHARTERING STUDENT CLUBS/ORGANIZATIONS:

We certify that ALL THE ABOVE INFORMATION IS CORRECT AND COMPLETE and recognize that:

- All chartered Student Club/Organization officers must be registered NMHU students.
- Chartered Student Clubs/Organizations must adhere to the NMHU Chartered Group/Organization Handbook.
- Seventy-Five percent of all members are students of New Mexico Highlands University.
- Membership in the club/organization will not be denied to anyone on the basis of race, color, sex, religion, national origin, or physical or mental disability, except as sanctioned by law.
- The club/organization will adhere to all rules and regulations as stated in the Student Handbook Code of Conduct.

PLEASE SUBMIT A COPY OF YOUR CLUB/ORGANIZATION CONSTITUTION AND/OR BY-LAWS IF YOU ARE A NEW CHARTER. IF YOU ARE AN EXISTING CHARTER, PLEASE VERIFY THAT A COPY OF YOUR CONSTITUTION AND/OR BY-LAWS IS ON FILE WITH THE OFFICE OF CAMPUS LIFE AND THAT SAID CONSTITUTION AND/OR BY-LAWS ARE CORRECT AND UP-TO-DATE. FAILURE TO DO SO WILL CONSTITUTE AND INCOMPLETE APPLICATION AND YOUR REQUEST FOR CHARTER MAY BE DENIED OR REVOKED.

SIGNED _____ DATE _____
President of the club/organization

I have read and understand the guidelines for advising student clubs/organizations as stated in the Club/Organization Handbook and I willingly accept to serve as the club/organization Faculty/Staff Advisor to said group.

SIGNED _____ DATE _____
Faculty/Staff Advisor

Advisor's Department _____ Telephone # _____

CHARTERED CLUB/ORGANIZATION MEMBERSHIP

Please type or print.

| NAME | E-MAIL ADDRESS | PHONE # |
|------|----------------|---------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |
| 9. | _____ | _____ |
| 10. | _____ | _____ |
| 11. | _____ | _____ |
| 12. | _____ | _____ |
| 13. | _____ | _____ |
| 14. | _____ | _____ |
| 15. | _____ | _____ |
| 16. | _____ | _____ |
| 17. | _____ | _____ |
| 18. | _____ | _____ |