



STARTING A CHARTERED STUDENT ORGANIZATION AT CENTRAL NEW MEXICO COMMUNITY COLLEGE (CNM)

This renewal of charter is to be filled out by a previous Chartered Student Club (CSC) or Chartered Student Organization (CSO) at CNM and *must* be officially approved by the Student Activities Office and the Office of the Dean of Students on an annual basis. The renewals of charter must be submitted to the Student Activities Office at Main Campus in order to be considered for Renewal of Charter. Please complete the entire Renewal of Charter Packet for the document to be reviewed. Chartering delays may affect funding, event, activity, meeting planning and purchase requests. CSC/CSO approvals and correspondence will take place *only* through CNM e-mail accounts for the CSO Advisor and Officers.

New CSCs and CSOs may be started at CNM with the approval of the Student Organization Chartering Committee*. In order to be considered for approval as a CSC or a CSO the following *must* occur:

1. The CSC/CSO charter packet must be filled out completely (*incomplete packets will not be considered and will delay approvals*). This charter packet requires that the forms listed below must be completed (in their entirety) and returned to the Student Activities Office in SSC111.
 - Advisor Agreement/Non-exclusionary Statement
 - CSC/CSO Chartering Application
 - Active Members/Participants List
 - Copy of the organization's governing document
 - By-laws, constitution, meeting rules or operating guidelines
 - Web Page Information
2. The proposed CSC/CSO must have a designated advisor. The advisor must be a current full-time or part-time CNM employee (not a student employee) and must attend (along with all of the organization officers) a mandatory Training Session. Supplemental training regarding specific aspects of advising a CSC/CSO may be required for all advisors and officers. The advisor and officers are responsible for understanding the policies and procedures that govern CSCs/CSOs at CNM and to ensure these are adhered to by the CSC/CSO.
3. The roster of members/participants for the proposed CSC/CSO *must* include a minimum of eight (8) active students (four members/participants and four officers). All student members/participants **must** be enrolled in at least three (3) credit hours at CNM.
4. All CSC/CSO officers must be current CNM students and in good academic standing with a GPA of 2.0 or higher.



5. The proposed CSC/CSO must have a name.
6. The proposed CSC/CSO must have a mission statement or statement of purpose.
7. The proposed CSC/CSO must have a governing document, such as a constitution, by-laws, or guidelines.
 - If aligning with a National or International organization, the CNM Rule Agreement Form will need to be reviewed and signed by the CSC/CSO. This will occur during the actual CSC/CSO Training Session.
 - A copy of the National or International organization must also be submitted.
8. The proposed CSC/CSO must have web page information.

Once the requirements listed above have been met, the request will be considered at a Student Organization Chartering Committee meeting. The decision regarding approval as a CSC/CSO will be made based on the following criteria:

- Is the application packet complete and have the minimum requirements for consideration been met?
- Is the mission statement or statement of purpose of the CSC/CSO clear?
- Is the mission statement or statement of purpose of the group new or different or is there an existing CSC/CSO which could be expanded to meet the needs of the proposed CSC/CSO?
- If the request is to renew a charter, has the organization in the past followed established policies, procedures and guidelines regarding CSCs/CSOs and are they currently in “good standing” with the Office of the Dean of Students? All CSCs/CSOs at CNM must abide by all CNM policies and procedures in order to remain in good standing.

The advisor(s) and officer(s) of the proposed CSC/CSO will be notified regarding the decision of the chartering following the approval of the Office of the Dean of Students and Student Activities Office and will be notified through their CNM e-mail account. It is your responsibility to check your CNM e-mail account on a regular basis and if they are not receiving any e-mails from the Student Activities Office it is the Advisors responsibility to contact the Student Activities Supervisor to resolve the problem.

CNM e-mail accounts will be the only method used by the Student Activities Office to communicate with Advisors and Officers. It is the responsibility of the Advisor to notify CSC/CSO officers/members of the outcome.



RESPONSIBILITIES OF A CHARTERED STUDENT CLUB OR CHARTERED STUDENT ORGANIZATION

1. No Club or Organization may obligate or commit CNM financially or in any other way without the approval of their Advisor, the Student Activities Office and the Dean of Students. The advisor/officers will work with the Student Activities Office to obtain the proper approvals when needed.
2. When a CSC/CSO gathers for travel, meetings, social events, activities, service projects, etc. they are representing CNM. CSC/CSO Advisors, Officers and members are representatives of CNM and should maintain professional conduct. CSC/CSO officers and members are expected to adhere to the behavioral expectations set forth in CNM's Student Code of Conduct. CSC/CSO Advisors are expected to adhere to the behavioral expectations set forth in CNM's Employee Handbook. Should it ever be necessary to do so advisors, officers, members, clubs and organizations would be disciplined according to the Student Code of Conduct and the CNM Employee Handbook standards and procedures.
3. CSCs/CSOs are responsible for adhering to the policies and procedures found in the CSC/CSO Advisor/Officer Manual, the Student Allocation Process Guidelines, the Student Code of Conduct, and CNM Employee Handbook and when appropriate, The Source.

OFFICIAL CHARTER

Privileges of a Chartered Student Club or Organization include:

1. The use of CNM facilities for group activities free of charge.
2. Possible funding from the Student Allocation Process provided requirements and deadlines are met.
3. Usage of 8001 Agency Account funds.
4. The right to publicize activities and events on campus and in special publications.
5. The right to post materials on campus bulletin boards.
6. The right to host fundraisers on campus.
7. Use of campus services for the purposes of organizational activities such as use of CNM vehicles (Advisor-Defensive Driving Certificate is *required*), Duplicating & Postal Center (DPC), Audio Visual Services equipment, Shipping & Receiving, Security, and Facilities.
 - a. However, CSCs/CSOs are responsible for any costs incurred in using these services and will need to follow the policies and procedures for purchases, if applicable.
8. The right to establish an Agency account for fundraising. If approved, the account is created through a request, sent via e-mail, from the Advisor and to the Student Activities Supervisor.



RESPONSIBILITIES OF A CHARTERED STUDENT CLUB OR CHARTERED STUDENT ORGANIZATION Continued

9. Use of equipment and accessories available for check out through the Student Activities Office (A current list of equipment is available in the Student Activities Office.)
10. Funding provided and approved by the Student Allocation Process is defined as:
 - a. Chartered Student Club (CSC):
 - i. Chartered student group with a limited focus primarily of interest to the club members. CSCs generally focus on a given activity or topic, generally have no national affiliation and might, but are not required to, perform service to CNM or the surrounding community.
 1. Could be allocated \$1,000.00 per academic school year to support the groups' goals.
 - b. Chartered Student Organization (CSO):
 - i. Chartered student groups that often have a national affiliation and are expected to demonstrate and document that they: **1)** Perform service to the community, **2)** Support the goal of graduation broadly at CNM, **3)** Provide opportunities for members and non-members to improve job skill development related to a student's specific academic program or directly support the student's goal of transferring to a four college or university, and **4)** engage in leadership events through community engagement opportunities.
 1. Could be allocated \$2,000.00 per academic school year to support the groups' goals, mission statement and all four categories listed above.
 - c. Approved funding would be available in each the fall and spring semester is in good standing.

PROVISIONAL CHARTER

Student organizations chartering after the deadline will have the following privileges:

1. The use of CNM facilities for group activities/events free of charge.
2. The right to publicize activities on campus and in special publications.
3. The right to post materials on campus bulletin boards.
4. Use of equipment/accessories available for check out throughout the Student Activities Office (A current list of equipment is located in the Student Activities Office.)

Your CSC/CSO may not fundraise and is not eligible for allocated funds until the CSC/CSO re-charters the following Fall semester during the regular charter period.



**CHARTERED STUDENT CLUB/ORGANIZATION
AGREEMENT AND NON-EXCLUSIONARY STATEMENT
BETWEEN CSC/CSO ADVISOR AND CNM**

I, _____, am the advisor for the _____
CSC/CSO at Central New Mexico Community College. I have read the rules and regulations as
stated in the Advisor/Officer Manual policies and procedures and hereby agree to ensure that the
rules are followed by my CSC/CSO. I also agree to attend the required *mandatory* training
orientation session and abide by the guidelines for advisors regarding all CSC/CSO policies,
procedures and regulations related to purchasing, events, activities, meetings, travel, fundraising,
allocations of student funds and other topics of concern for CSCs/CSOs. I understand that failure
to follow these rules and regulations may result in a review/cancellation of charter and/or possible
disciplinary action.

I understand and agree to adhere to the policy that no team, club, organization, or activity of CNM
shall deny full enjoyment of all the rights and privileges of its membership of any activity on the
basis of gender, race, ethnic background, national origin, religion, age, physical or learning
disability, medical condition, and/or sexual orientation.

Printed Name of Advisor: _____ Ext: _____

Signature of Advisor: _____ Date: _____

CNM ID #: _____

CNM Department/School: _____

Name of Chartered Student Organization: _____



**CHARTERED STUDENT CLUB/ORGANIZATION
CHARTERING APPLICATION**
(Please attach additional documents as necessary)

Name: _____

Mission/Purpose: _____

Benefits to CNM Community:

If applying for full charter, what CSC/CSO governing document (By-laws, constitution, meeting rules or operating guidelines) are you submitting with this application packet?

Is this a new charter? YES NO

Advisor's Name: _____ CNM Phone Number: _____

CNM e-mail address: _____ Position with CNM: _____

When, where, and how often would the CSO meet?

CSOs, which do not have officers, must provide a list of four or more key members.

PLEASE PRINT CLEARLY

President's Name: _____ CNM email: _____

CNM ID Number: _____ Officer Phone #: _____

Vice President's Name: _____ CNM email: _____

CNM ID Number: _____ Officer Phone #: _____

Secretary's Name: _____ CNM email: _____

CNM ID Number: _____ Officer Phone #: _____

Treasurer's Name: _____ CNM email: _____

CNM ID Number: _____ Officer Phone #: _____

All information is required and failure to provide it may result in a delay of approving the application.



CHARTER APPLICATION MEMBERSHIP LIST

All CSCs/CSOs shall have at least eight (8) registered students in order to Charter.

- Four (4) officers
- Four (4) active members/participants

All correspondence will occur via CNM email.

All fields are required and must be completed. If needed, please make a copy of this form for more name entries. PLEASE PRINT CLEARLY. Please only include the active members/participants on this page.

<u>Printed Name</u> Signature	<u>CNM.EDU E-mail</u>	<u>Phone #</u>	<u>CNM Student ID #</u>
<u>John P. Smith</u> <i>John P Smith</i>	jpsmith@cnm.edu	505-555-5555	010-00-0000

All information is required and failure to provide it may result in a delay of approving the application.



**CHARTERED STUDENT ORGANIZATION (CSO)
CHARTERING APPLICATION**
(Please attach additional documents as necessary)

The following information is to be provided in order to be approved as a CSO. Please note CSCs don't need to provide this information unless they are attempting to become a CSO.

Please provide examples and indicate how this Chartered Student Organization (CSO) will document and meet the criteria in the spaces below. Often CSOs have a national affiliation and are expected to demonstrate and document that they:

- 1) Perform service to the community:

- 2) Support the goal of graduation broadly at CNM:

- 3) Provide opportunities for members and non-members to improve job skill development related to a student's specific academic program or directly support the student's goal of transferring to a four college or university:

- 4) Engage in leadership events through community engagement opportunities:
