



## RENEWAL of CHARTER AT 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.

Name of CSC/CSO: \_\_\_\_\_

Please provide the Mission/Purpose statement of the CSC/CSO below: **(Please attach separate document as necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a copy of the CSC/CSO governing document (By-laws, constitution, meeting rules or operating guidelines). This document is *required* in order to approve the renewal of charter packet.

When, where, and how often does the CSC/CSO meet? \_\_\_\_\_

\_\_\_\_\_

Are there any membership dues/fees?  YES  NO If yes, what is the fee? \_\_\_\_  Annual  Other \_\_\_\_

CSCs/CSOs, which do not have officers, **must** provide a list of four (4) key members.

ALL INFORMATION BELOW *MUST* BE PROVIDED TO PREVENT DELAYS IN APPROVAL PROCESS

### 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 #: \_\_\_\_\_





**CNM 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/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 fee monies 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 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:

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

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- 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:

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

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