

# Club & Organization Recognition

Club/Organization Name \_\_\_\_\_ Date \_\_\_\_\_

**Statement of Purpose** (*This description may be used in publications and promotional materials about clubs and organizations*) Please attach your constitution/by-laws, if applicable, or other related material.

**Activities and Events:** (*Explain the nature and type of activities in which the organization is likely to participate.*)

**Organization Category In Which You Would Like To Be Recognized (please check one):**

Cultural/Ethnic     Recreational     Social Issues     Academic/Departmental     Religious     Environmental  
 Special Interest     Arts and Music     - Service     Limited Membership     Political

**FOUNDING MEMBERS ( All 5 must be NMSU students)**

1, the undersigned, have read and understand the Associated Students Recognition Policy and Recognition packet and agree that the above organization will abide by its terms and conditions I also certify that I am a current NMSU student.

1. Organization Representative \_\_\_\_\_

E-mail \_\_\_\_\_

2. Name \_\_\_\_\_

E-mail \_\_\_\_\_

3. Name \_\_\_\_\_

E-mail \_\_\_\_\_

4. Name \_\_\_\_\_

E-mail \_\_\_\_\_

5. Name \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_  Current NMSU Student

Signature \_\_\_\_\_

Phone \_\_\_\_\_  Current NMSU Student

Signature \_\_\_\_\_

Phone \_\_\_\_\_  Current NMSU Student

Signature \_\_\_\_\_

Phone \_\_\_\_\_  Current NMSU Student

Signature \_\_\_\_\_

Phone \_\_\_\_\_  Current NMSU Student

**For ASG Use Only**

Date of Information: \_\_\_\_\_ Date of Action: \_\_\_\_\_ Recognition Approved: Yes No

Organization Category: \_\_\_\_\_ Basic Funding Approved: Yes No Advisor  
met with organization representative \_\_\_\_\_

# A.S. Club, Organization & Program Registration Form

Group Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Club e-mail account (if applicable): \_\_\_\_\_

Web Page URL (if applicable): \_\_\_\_\_

Office hours (if applicable): \_\_\_\_\_ Location: \_\_\_\_\_

Regular Meeting Day/Time/Location (if applicable): \_\_\_\_\_

Faculty/Staff Advisor (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

### Club Leader & Member Information

*List student club leaders/members authorized to have access (check out keys, etc), use A.S. copier, make reservations, and buy A.S. supplies. Use back or an additional sheet to add more students or any non-student members to this list.*

Clubs & organizations must have at least 5 student members listed to maintain A.S. club recognition status.

#### Name

Coordinator/President	All	Access	Copier
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Phone	E-mail
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Assistant Coordinator	All	Access	Copier
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Phone	E-mail
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Budget Authority	All	Access	Copier
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Phone	E-mail
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Name	All	Access	Copier
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Phone	E-mail
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Name	All	Access	Copier
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Phone	E-mail
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Name	All	Access	Copier
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Phone	E-mail
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All listed names are a matter of public record. Please be advised that listed information will be given out to people who request information about clubs & organizations on campus.

# How to Form a New Club

## A.S. Clubs & Organizations Recognition Policy & Process

*The Associated Students of New Mexico State University-Grants are charged, by the Board of Regents, with the responsibility for providing a framework for developing student activities programs in which student initiative and responsibility may find expression. In order to assure equal access to ASNMSU-Grants resources and to insure compliance with relevant laws and regulations, the following policies and procedures govern the recognition of student organizations.*

### Student Organization Categories

1. Student organizations (clubs) are groups formed by NMSU students that have a particular purpose or goal usually centered on a topic, issue, activity, philosophy, or event. These organizations may be event specific, short-term, or on-going in nature; however their existence is dependent upon the continued interest of student members.
2. Religious Organizations are student groups whose purposes include, or who intend to conduct, religious worship, exercise, or instruction as part of their regular activities. These organizations are subject to all of the benefits, requirements, and regulations of organizational recognition, except as noted within this policy.
3. Limited Membership Organizations are student groups that are chapters or colonies of national associations whose by-laws require certain limitations on membership. Membership limitations must be contained within the parent organization's bi-laws and are limited to: class standing, academic standing, and/or major. Social fraternities and sororities are specifically excluded from recognition under this classification. These organizations are subject to all the benefits, requirements, and regulations of organizational recognition except as noted within this policy.
  - a. Honorary Societies are student groups that are chapters or colonies of national organizations whose purposes are to recognize academic achievement.
  - b. Pre-professional Organizations are student chapters of professional organizations that offer unique opportunities & benefits to undergraduate or graduate students.

### RECOGNITION PROCEDURE

1. Meet with Brian Johnson, Student Activities Adviser, to review the recognition process and resources & services available to clubs. His email is bpjohns@nmsu.edu. Brian must sign off on your recognition request form before you submit it.
2. Complete both the "A.S. Clubs & Organizations Recognition Request Form" and the "Club & Organization Registration Form" and turn them in to A.S. Vice President for Activities.
3. Student groups requesting recognition as a "Limited Membership Organization" must submit a copy of their charter and by-laws and the appropriate charter and by-laws from their sponsoring national association to the Activities Council as part of the recognition process. (Bi-laws must describe the group/club purpose, decision-making, membership recruiting/requirements. If there is a governing body with specific offices (e.g., President, secretary, etc.) then a description of the function, selection and/or election of each of these offices must be included.)
4. Attend an ASG meeting. Be prepared to explain the purpose of your organization, how you plan to utilize your basic funding, and answer any other questions related to the recognition policy. Organizations requesting recognition will be evaluated in accordance with the following criteria:
  - a. The purpose of the organization must be consistent with the role of the ASNMSU-Grants (i.e., not for personal financial gain, not a commercial enterprise. This shall include, but not be limited to, the sale of services, instruction, or goods).
  - b. The organization must provide an opportunity not already offered by any existing organization. If a similar sports club or athletic team exists, the ASG shall contact the appropriate department prior to recognition.
  - c. Participation in an activity must be open to *all* NMSU-Grants students on a non-discriminatory basis (Note: specific exceptions in "Limited Membership" Organizations).

d. A minimum membership of five (5) NMSU students must have signed the A.S. Clubs and Organizations Recognition Request Form.

e. The decisions and actions of an organization must be determined in a democratic manner open to all student members.

f. An organization may not require dues or membership fees nor solicit members for any enterprise where dues and fees would be on a group basis.)

g. An organization shall not have as a primary part of its purpose the granting of academic credit or academic instruction.

## **REGULATIONS**

These regulations must be adhered to in order to retain recognition status after initial approval as an organization.

1. An organization must abide by all applicable A.S. policies and procedures, University regulations, and state laws.
2. A "Registration Form" must be kept on file with the Student Services/Academic Advising Office with a minimum membership of five (5) NMSU students that is updated as necessary. An updated registration form needs to be turned in at the beginning of each fall quarter for returning clubs. Recognition terminates automatically for any organization that fails to file an updated Registration Form by the fourth Friday of each Fall Semester.
3. An organization may offer affiliate membership to individuals who are not NMSU students, providing this does not limit the participation of student members. The student members of an organization shall determine if affiliate members are authorized to vote or hold club office (except Budget Authority). The number of non-student affiliate members may not exceed 49% of the organizational membership.
4. Amendments to the original statement of purpose, including name changes must be submitted to the ASG for approval.
5. The budget authority must be a current NMSU-Grants student.
  - a) "Limited Membership Organizations" may not receive AS funds for any purpose except in the form of a loan for events or activities. These organizations must follow all applicable A.S. policies.
  - b) "Religious Organizations" may not receive A.S. funds for any purpose. Funds controlled by these organizations may not be deposited in ASG accounts and may be expended without ASG approval provided that at the time of collection it shall be indicated that funds will belong to the respective organization and not to the ASG or NMSU-Grants. These organizations shall retain records of the amount of funds raised on-campus and provide those records on the request of the ASG.

## **VIOLATIONS**

The Activities Council shall hold a hearing to review alleged violations against student organizations. The affected organization shall have the right to be present at the hearing. The Council will take appropriate action as necessary and consistent with the ASG Constitution and NMSU Student Code of Conduct.

## **AFTER YOUR CLUB/ORGANIZATION IS RECOGNIZED**

- I. Within a week or so, you will be assigned a club mailbox and a club budget code. You can find your mailbox number on the alphabetical list posted on the club mailboxes, and your budget authority will get your budget code during budget authority training.
2. Your club budget authority must make an appointment with Gaylyn Yanke will explain financial policies and procedures, give the budget authority a handbook and budget code, and let you know how you can access your club account and make deposits.
3. Update your Club Registration Form any time you have a change in the listed information with the Information Coordinator (for example, any time there is a change in club members, a change in people that you want on your access list, email/phone number changes of people on your access list, change in meeting times, etc.). We appreciate your cooperation with this process so that we may maintain the most accurate information possible about your club!

*The A.S. is committed to providing a wide variety of resources, services, and facilities to help clubs be successful. Below is a list of some of the benefits to which you are entitled as a recognized club.*

*Advising:* Various Faculty and Staff are available as Advisors for most AS clubs, and are available to help your group with such things as program planning, understanding AS policies, procedures, and resources, and other organizational issues. You may contact Brian Johnson in the main office or at [bpjohns@nmsu.edu](mailto:bpjohns@nmsu.edu), 505-287-6629 if you would like help finding an advisor.

*Telephones, Computers, FAX and Copy Machines will all be made available to club representatives.*

*Vice President of Finances:* All clubs & organizations, with the exception of religious organizations may request funding for resources and activities. All clubs must handle all of their financial transactions through the NMSU Financial Office, and are not permitted to have an outside account at a financial institution. The Finance Office provides a variety of services including issuing Purchase Orders and checks, change funds, deposits of earned funds, monthly budget reports, and more. If you have questions about how to utilize your club account, please contact