



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

This Charter Packet is to be filled out to start a Chartered Student Organization (CSO) at CNM and must be officially approved by the CNM Student Organization Chartering Committee* on an annual basis (official student governance organizations are excluded). The Charter Packets are due in the Student Activities Office **by 5:00pm on Friday, September 20, 2013**. The chartering process for the 2013/2014 academic school year (Fall 2013 through Summer 2014) begins during the summer semester with chartering decisions made by Friday, September 27, 2013. CSOs are encouraged to submit the renewal of charter in order to begin CSO activity the first day of the Fall semester. Chartering delays may affect funding, event/activity planning and purchasing requests. CSO approvals and correspondence will take place *only* through CNM e-mail accounts for the CSO Advisor and Officers.

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

1. The 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 SSC202 no later than **Friday, September 20, 2013 by 5:00pm**.
 - Advisor Contract/Non-exclusionary Statement
 - CSO Chartering Application Form
 - Active Members List
 - Copy of the organization's governing document
 - By-laws, constitution, meeting rules or operating guidelines
 - Web Page Information
2. The proposed CSO must have a designated advisor. The advisor must be a current full-time or part-time CNM employee and must attend (along with all of the organization officers) a mandatory CSO Training Session once annually or upon request. Supplemental training regarding specific aspects of advising a CSO may be required for all advisors and officers. The advisor and officers are responsible for understanding the policies and procedures that govern CSOs at CNM and to ensure these are adhered to by the CSO.
3. The roster of proposed members for the proposed CSO must include a minimum of eight (8) active student members/participants four (4), including officers Four (4). All student members/participants must be enrolled in at least three (3) credit hours.

*The Student Organization Chartering Committee is made up of the Dean of Students, the Director of Student Conduct and Responsibilities, the Student Activities Coordinator, one faculty member, and one student leader as appointed by the Dean of Students.



4. All CSO officers must be current CNM students and in good academic standing (GPA 2.0 or higher).
5. The proposed CSO must have a name.
6. The proposed CSO must have a mission statement or statement of purpose.
7. The proposed 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 CSO. This will occur during the actual CSO Training Session.
8. The proposed 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 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 CSO clear?
- Is the mission statement or statement of purpose of the group new or different or is there an existing CSO which could be expanded to meet the needs of the proposed CSO?
- If the request is to renew a charter, has the organization in the past followed established policies, procedures and guidelines regarding CSOs and are they currently in “good standing” with the Office of the Dean of Students? All CSOs at CNM must abide by all CNM policies and procedures in order to remain in good standing.

The advisor for the proposed CSO will be notified regarding the decision of the chartering committee by the Student Activities Coordinator no later than Friday, October 04, 2013 through their CNM e-mail account. It is the Advisors responsibility to check their CNM e-mail 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 Coordinator 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 CSO officers/members of the outcome.



RESPONSIBILITIES OF A CHARTERED STUDENT ORGANIZATION

1. No 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 CSO gathers for travel, meetings, social events, activities, service projects, etc. they are representing CNM. CSO Advisors, Officers and members are representatives of CNM and should maintain professional conduct. CSO officers and members are expected to adhere to the behavioral expectations set forth in CNM's Student Code of Conduct. 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 and organizations would be disciplined according to the Student Code of Conduct and the CNM Employee Handbook standards and procedures.
3. CSOs are responsible for adhering by the policies and procedures found in the CSO Advisor/Officer Manual, the Student Allocation Board Guidelines, the Student Code of Conduct, and CNM Employee Handbook and when appropriate, The Source.

OFFICIAL CHARTER

Privileges of a Chartered Student Organization include:

1. The use of CNM facilities for group activities free of charge.
2. Possible funding from the Student Allocation Board provided requirements and deadlines are met.
3. The right to publicize activities and events on campus and in special publications.
4. The right to post materials on campus bulletin boards.
5. The right to host fundraisers on campus.
6. 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), Instructional Media Resources (IMR) equipment, Shipping & Receiving, Security, and Facilities.
 - a. However, CSOs are responsible for any costs incurred in using these services and will need to follow the policies and procedures for purchases, if applicable.
7. 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 Coordinator.
8. 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.)



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 available in the Student Activities Office.)

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

Note: CSOs that submit a charter packet after the deadline of Friday, September 20, 2013 by 5:00pm, but before the end of the Fall semester, will be considered for full recognition starting in the Spring semester.



AGREEMENT AND NON-EXCLUSIONARY STATEMENT BETWEEN CSO ADVISOR AND CNM

I, _____, am the advisor for the _____ CSO at Central New Mexico Community College. I have read the rules and regulations as stated in the CSO policies and procedures and hereby agree to ensure that the rules are followed by my CSO. I also agree to attend the required CSO Training orientation/session and abide by the guidelines for advisors regarding all CSO policies, procedures and regulations related to purchasing, events, activities, travel, fundraising, allocations of student fee monies and other topics of concern for 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.

Signature of Advisor: _____ Date: _____

Printed Name of Advisor: _____ Ext: _____

CNM ID #: _____

CNM Department/School: _____

Name of Chartered Student Organization:

CNM CHARTERED STUDENT ORGANIZATION



CHARTERING APPLICATION

(Please attach documents as necessary)

CSO Name: _____

Mission/Purpose of CSO: _____

Benefits to CNM Community: _____

If applying for full* charter, what 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: _____

When, where, and how often does 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 #:** _____

CNM CHARTERED STUDENT ORGANIZATION



CHARTER APPLICATION MEMBERSHIP LIST

All CSOs shall have at least eight (8) CNM registered students as active members/participants (4), including officers (4), in order to be recognized with CNM.

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

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

