



Student Government Student Club Chartering Packet

This guide configures the instructions to aid student clubs and organizations to request a charter from the UNM-Gallup Student Government. The chartering process is the official process a group of students attending the University of New Mexico - Gallup must complete to begin a club on campus. Chartered student clubs and organizations are contingent to producing advancement in leadership development through an environment consisting of students and peer-to-peer leadership. Student Government will provide charters to groups and organizations based on the amount of interest from the student body, the financial facet, and the logistics for the support of the students' welfare on campus.

The following processes are required to complete the club chartering process:

- I. Find a UNM-Gallup full-time faculty member or professional-grade staff member to serve as the club advisor(s).
 - a. Advisor(s) need to complete the advisor agreement and obtain approval from their supervisor.
- II. Must have three consecutive meetings with a set agenda and meeting minutes for each meeting.
 - a. Meeting agenda must include: rationale for club, membership drive, and officer elections.
 - b. Agenda, Meeting Minutes, and meeting sign-in sheets must accompany Chartering Application.
- III. Establish a Club Constitution (Attached to this packet is a SAMPLE)
- IV. Complete the Student/Club Chartering Packet
- V. Submit Chartering Packet to Student Government Secretary and/or Advisor
 - a. Student Club President must attend Student Government meetings to present their club, and request from Student Government to be chartered.
 - b. Student Club Officer enrollment/Grade Point Average will be verified by Student Government Advisor.
- VI. Two Step Approval Process
 - a. Step One – Approval from Student Government – Club Charter be voted on during a Student Government Meeting, Club Charter will be added to the Agenda
 - b. Step Two – Approval from Student Affairs Director – Director will give final approval based on documentation forwarded by the Student Government President.

Successful Club Charter approval email will be sent to the Club President and Advisor. Clubs who are missing information, or those that have not been successfully chartered, will also be notified via email.

Charter Application Packet

Club Charter Application

Club Constitution

Roster of Club Members

Club Advisor Agreement/Approval

Three Meeting Agenda and Meeting Minutes



University of New Mexico – Gallup Campus

Application for Student Government Club Charter

Application and supporting documentation need to be submitted to the Student Government Secretary and/or the Student Government Advisor.

Club Name: _____

Statement of Purpose: (What is the purpose of your club? How will your club benefit the students attending UNM-Gallup? How will you enhance the campus experience for students?)

Club President's Name: _____ UNM ID _____

Club President's Email Address: _____@unm.edu

Club Advisor's Name: _____

Advisor Email Address: _____@unm.edu

Club Members: All club members must be students of UNM-Gallup

Club Position	Print Name	UNM ID
Vice-President		
Secretary		
Treasurer		

Club Meeting Dates: Monday / Tuesday / Wednesday / Thursday / Friday

Club Meeting Times: ____: ____ (AM/PM) Meeting Location: _____

Approved

Not Approved

Student Government President

Signature

Date

Student Affairs Director

Signature

Date



Roster of Club Members

By Signing below, we certify that we are chartering members of the _____ club, and by signing below, we also acknowledge that we will abide by the UNM-Gallup Student Government Constitution and Bylaws, Student Club Advisor authority, and the University of New Mexico Gallup Campus policies and procedures. This also certifies that the Student Government Representative and the Student Senator is the designated representative to the UNM-Gallup Student Government and is responsible for the acknowledgement and implementation of student events on campus.

[illegible]



Student Club Advisor Agreement / Approval

The Student Club Advisor plays an important role in supporting the success of the club and its student leaders. Advisors provide guidance, encouragement, and support while helping students develop leadership skills, maintain a safe and welcoming environment, and fulfill the club's mission and vision. Eligible advisors must be Full-Time Faculty or Professional Grade Staff and must obtain supervisor approval before agreeing to serve as a club advisor.

Advisor Responsibilities

- Provide reasonable guidance and support to club leadership regarding goal setting, organization management, program planning, problem solving, and group evaluation.
- Maintain appropriate involvement with the club through communication, meetings, activities, and events, as appropriate to the organization's needs and the advisor's availability.
- Establish reasonable communication and participation expectations with club leadership at the beginning of the academic year.
- Encourage student leadership, participation, professionalism, and an environment that is welcoming and respectful.
- Maintain familiarity with the club's constitution, purpose, and applicable University and UNM-Gallup policies and procedures.
- Encourage the club to maintain appropriate communication with Student Government and ensure club leadership is aware of applicable Student Government meetings, deadlines, and requirements.
- Provide guidance regarding club activities and events, including applicable safety, risk-management, facility-use, and University requirements.
- Provide guidance regarding club funds and financial activities and encourage compliance with applicable University and Student Government financial procedures.
- Encourage appropriate recordkeeping and continuity between outgoing and incoming club officers.

All organization contractual agreements and/or financial transactions must be approved by the Student Affairs Director prior to arrangements being made. No student, student club or advisor is authorized to enter into any contractual agreement or sign contracts for any service or entertainment booking at any time, for any reason. Anyone found in violation of this policy will be held personally responsible for any financial obligations and will be subject to further sanctions by the UNM-Gallup Student Government and the Student Affairs Director.

I, agree to serve as an advisor to the _____ Club for the 20__ Academic Year

Club Name: _____

Advisor Name (Print)

Signature

Date

Advisor's Supervisor Name (Print)

Signature

Date

SAMPLE ONLY - Student Club Constitution components

Preamble: We the members of the _____ Club do hereby establish this constitution for the benefit of the students of the University of New Mexico – Gallup Campus. We hereby assume the powers of self-government, in order to form a more efficient and responsive organization dedicated to (Insert the Clubs Purpose or Clubs Goal)

Article I – Name (Club Name)

Section I – The name of the club shall be called _____.

Section II – Mission / Vision Statements

Article II – Membership

Section I – Membership shall consist of any members of the UNM-Gallup study body who has invested interest in the club.

Article III – Officers

Section I – The officers of this club shall be the President, Vice President, Secretary, Treasurer, and Student Government Senator.

(Provide description of Club Officer job)

Section II – The officers shall be elected by majority vote from the members of the club present on the day of student club elections.

Article IV – Fundraising

Section I – This organization is allowed to fundraise to bring about awareness to the clubs purpose.

Section II – All fundraising must be conducted according to the Student Government Finance Manual and Operations.

Section III – All money raised is to be spent on the club and can not be used for personal use. All money raised will be deposited in the clubs account.

Section IV – After chartering this club with UNM-Gallup Student Government, club may request for startup funding through the Student Government Treasurer, to fulfill the club's goals and purpose.

Article V – Ratification

This constitution shall be effective upon ratification by a majority of the vote of the organization, verified by the signatures below.

Club President:

Print Name

Signature

Date

Club Advisor

Print Name

Signature

Date