

UNM-Gallup Student Government

Student Club Rechartering Packet

Rechartering Instructions

This guide provides instructions to assist existing student clubs and organizations in requesting annual rechartering through the UNM-Gallup Student Government. The rechartering process is the official process that an established student club or organization must complete to maintain recognition and continue operating on the University of New Mexico–Gallup campus.

Rechartered student clubs and organizations are expected to continue providing opportunities for leadership development, student involvement, and peer-to-peer engagement. Student Government will review rechartering requests based on the club's continued student interest, membership, activities, financial and organizational status, and ability to support the welfare and campus experience of UNM-Gallup students.

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

I. Confirm Club Advisor

The club must have a UNM-Gallup full-time faculty member or professional-grade staff member serving as its advisor.

- a) The advisor must complete the Student Club Advisor Agreement/Approval for the upcoming academic year.
- b) The advisor must obtain approval from their supervisor before serving as the club advisor.

II. Review Club Constitution

The club must submit its current constitution.

- a) If the constitution has not changed, the club may indicate that the current constitution remains in effect.
- b) Any amendments or revisions made during the previous academic year must be submitted with the rechartering packet.

III. Complete the Student Club Rechartering Packet

The club must complete all required sections of this packet, including:

- I. Rechartering Application
- II. Current Club Constitution
- III. Current Roster of Club Members
- IV. Current Student Club Advisor Agreement/Approval
- V. Current Officer Information

VI. Club Activity/Meeting Documentation

IV. Submit Rechartering Packet

The completed rechartering packet must be submitted to the Student Government Advisor.

- a) The Student Club President or designated club representative may be required to attend a Student Government meeting to present the club and request rechartering.
- b) Current student officer enrollment and Grade Point Average will be verified by the Student Government Advisor as required.
- c) The club must provide accurate and current information for all officers and members listed in the packet.

VI. Two-Step Rechartering Approval Process

Step One – Student Government Approval

The club's rechartering request will be presented to Student Government. The request will be placed on the appropriate Student Government meeting agenda and considered for approval.

Step Two – Student Affairs Director Approval

Following Student Government action, the appropriate documentation will be forwarded to the Student Affairs Director for final approval.

Notice of the club's rechartering status may be obtained from the Student Government Advisor.

A successful rechartering notification will be sent to the Club President and Advisor. Clubs with missing information, incomplete documentation, or requests that are not approved will also be notified.



University of New Mexico – Gallup Campus

Student Club Rechartering Application

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

Club Name: _____

Academic Year for Rechartering: _____

Date of Original Charter, if known: _____

Club President's Name: _____ UNM ID _____

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

Club Advisor's Name: _____

Advisor Email Address: _____@unm.edu

Constitution Review

Is the current club constitution still accurate and in effect?

- ☐ Yes — No changes have been made.
- ☐ No — Amendments/revisions are attached.
- ☐ No — A new/revised constitution is attached.

Changes Since Previous Charter

- | | |
|--|--|
| ☐ No Changes to Club Purpose or Mission | ☐ New Club President/Officers |
| ☐ No Club Advisor | ☐ Constitution Amended |
| ☐ Club Name Changed | ☐ Membership Requirement Changes |
| ☐ Changes to Club Officers | ☐ Changes to Statement of Purpose |

If changes have been made since the last charter, please attach the updated document(s) in their entirety to the application

Rechartering Certification

By signing below, we certify that the information contained in this rechartering application is accurate and complete to the best of our knowledge.

We acknowledge that the club will abide by the UNM-Gallup Student Government Constitution and Bylaws, applicable Student Club Advisor requirements, and University of New Mexico–Gallup policies and procedures.

We understand that continued recognition and rechartering are subject to the requirements and approval processes established by UNM-Gallup Student Government and the University.

We further acknowledge that the designated Student Government Representative and/or Student Senator will serve as the club's designated representative to UNM-Gallup Student Government when required and will be responsible for communicating Student Government information and requirements to the club.

Club President Print Name: _____

Club President Signature: _____

Date: _____

Approved		Not Approved	
_____	_____	_____	_____
Student Government President / Advisor	Signature		Date
_____	_____	_____	_____
Student Affairs Director	Signature		Date

Rechartering Packet Submission Checklist

Before submitting the packet, verify that the following documents are included:

- ☐ Student Club Rechartering Application
- ☐ Current Club Constitution (Including amendments)
- ☐ Current Club Member Roster
- ☐ Current Club Officer Information (Position, Name and Email)
- ☐ Student Club Advisor Agreement/Approval
- ☐ Club Activity/Meeting Documentation (Meeting days and time)

Submit completed rechartering materials to the Student Government Secretary and/or Student Government Advisor.

This version is designed so rechartering verifies an existing club's continued operation, rather than making an established club go through the same process as a brand-new organization. It also gives Student Government a clearer annual record of the club's officers, membership, activity, advisor, and any changes to its constitution or purpose.



Roster of Club Members

By Signing below, we certify that we are rechartering 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.
- 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 the Student Club Advisor for the _____ Club for the 20____–20____ Academic Year and acknowledge the responsibilities and requirements outlined in this agreement.

Club Name: _____

Advisor Name (Print)

Signature

Date

Advisor's Supervisor Name (Print)

Signature

Date