

**Re/Charting Student Organization Check-off List**

Student Organization Name: \_\_\_\_\_

	<u>COMPLETE</u>	<u>INCOMPLETE</u>
Re/Charter Application (pages 1-4)	[ ]	[ ]
Constitution or Bylaws (Clean, Typed and Current)	[ ]	[ ]
Executive Membership Contact Information	[ ]	[ ]
Certification	[ ]	[ ]
Budget	[ ]	[ ]
Club Executive Members sign up Remind	[ ]	[ ]
Club Workshop	[ ]	[ ]

Acknowledge Student Organization Liability

Submit Re/Charting Student Organization package to the Gym Office

---

Gym Office  
Received:

Reviewed By:  
Date:

[ ] Approved  
[ ] Denied

**Re/Charter Application**

Request:      Charting (New Student Organization)  
  
               Re-Charting (Existing and/or Continuing Student Organization)

Name of Student Organization: \_\_\_\_\_

Type of Student Organization: (please check only one that applies to your student organization)

- Academic/Departmental
- Honorary
- Military
- Political
- Religious
- Service
- Special Interest
- Sports and Recreation

Statement of purpose for your Student Organization that is 300 words or less (use separate paper if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will your student organization require a membership fee?    Yes            No  
If yes, fee amount: \$ \_\_\_\_\_            Semester or  yearly  
Purpose of fee: \_\_\_\_\_

If Re-Charting Fill-In the following:

Business Index Code: \_\_\_\_\_

Club/Organization Current Funding: \$ \_\_\_\_\_

Club/Organization funds in good Standing:  Yes            No  
If No, Club/organization maybe reviewed.

**Student Organization Executive Members Contact Information**

Club President: \_\_\_\_\_  
(Print) \_\_\_\_\_  
(Signature)

Email: \_\_\_\_\_  
(@ UNM) \_\_\_\_\_  
(Contact Phone Number)

Club Vice President: \_\_\_\_\_  
(Print) \_\_\_\_\_  
(Signature)

Email: \_\_\_\_\_  
(@ UNM) \_\_\_\_\_  
(Contact Phone Number)

Club Secretary: \_\_\_\_\_  
(Print) \_\_\_\_\_  
(Signature)

Email: \_\_\_\_\_  
(@ UNM) \_\_\_\_\_  
(Contact Phone Number)

Club Treasurer: \_\_\_\_\_  
(Print) \_\_\_\_\_  
(Signature)

Email: \_\_\_\_\_  
(@ UNM) \_\_\_\_\_  
(Contact Phone Number)

Other if applicable: (optional additional positions)

\_\_\_\_\_  
(Position) \_\_\_\_\_  
(Print) \_\_\_\_\_  
(Signature)

Email: \_\_\_\_\_  
(@ UNM) \_\_\_\_\_  
(Contact Phone Number)

\_\_\_\_\_  
(Position) \_\_\_\_\_  
(Print) \_\_\_\_\_  
(Signature)

Email: \_\_\_\_\_  
(@ UNM) \_\_\_\_\_  
(Contact Phone Number)

Advisor (*Primary*): \_\_\_\_\_  
(Print) \_\_\_\_\_  
(Signature)

Email: \_\_\_\_\_  
(@ UNM) \_\_\_\_\_  
(Contact Phone Number)

Advisor (*Secondary*): \_\_\_\_\_  
(Print) \_\_\_\_\_  
(Signature)

Email: \_\_\_\_\_  
(@ UNM) \_\_\_\_\_  
(Contact Phone Number)

**Certification  
Chartering of a Student Organization**

We, \_\_\_\_\_ (name of Student Organization certify that the information is correct and that:

- A. All executive members are registered students at The University of New Mexico-Gallup,
- B. All executive members are registered for at least six (6) credit hours or more,
- C. The student organization membership consist of at least ten (10) enrolled UNM-Gallup students,
- D. Seventy-five percent (75%) of the student organization membership are registered students with UNM-Gallup
- E. Neither membership in the organization, nor services provided by the organization will be denied to anyone on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual orientation, ancestry or medical condition.
- F. Student Organization adheres to all University policies and procedures,
- G. Notify the Student Senate Advisor of any major changes to the Student Organization.

\_\_\_\_\_

President (print name)

Signature

Date

I, the student organization advisor will ensure that the all University policy and procedure are met, and if I am unwilling to continue to serve as an advisor I will notify the Student Senate Advisor.

\_\_\_\_\_

Advisor (print name)

Signature

Date

### Chartered Organization Liability

The activities and practices of a Chartered Student Organization should at all times be in compliance with UNM policies and regulations and State and Federal Laws. Every effort should be made to carefully plan organizational activities so that the safety of those attending or participating is assured. Student organizations do not have insurance coverage through UNM for their activities.

Chartered student organizations whose activities involve physical activity or high risk of accidents need to be alert to the possible liabilities that might be encountered in the case of an injury or accident to one of the members. The University suggests you consider the following steps to reduce the liability of the organization and officers:

1. Individual members of chartered student organizations should carry some form of health, accident or disability insurance as a **prerequisite** for participation in any activities of the organization.
2. If your organization can be found negligent in any way, you may be liable for injury or accidents. To help avoid claims of negligence, every organization should take the following steps:
  - a. Every activity of the organization should be planned with safety as the top priority. The organization should make certain all participants are properly trained and have the proper equipment, if necessary, to safely engage in the planned activity. Someone properly trained in first aid and CPR should be present at all times during the activity. You should contact your faculty advisor if you have questions about safely planning your activities.
  - b. All participants should be thoroughly warned about the risk of injury involved in participation. The warning should contain as much detail as possible. Recreational sports activities, for example, should specify what kinds of injuries could occur. If travel is involved, particularly foreign, any hazards should be specifically disclosed. If the conduct of other people outside your organization poses some risk, make that known.

You should have students sign a statement that they recognize that participation in the organization's activities constitutes a possible risk. The following acknowledgement form can be used:

I am aware, as explained by *(name of organization)*, that *(describe the activity)* poses certain risks, including but not limited to: *(describe risks)*. I am voluntarily participating in this activity with full knowledge of the risks involved.

\_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE

Your organization might want to explore the option of purchasing insurance for a special event. The Student Activities Center or your faculty advisor can help with this if you have any questions. Although the University of New Mexico recognizes an organization as an officially Chartered Student Organization, recognition does not constitute an endorsement of the organization's programs or activities.

## Sample of a club budget

Knitting Club Budget			
Carry over from 2018-2019 budget	\$2,884	Amount left over after the 2019-2020 school year	<b>\$319</b>
Revenue:	\$0		
Expenses:	\$2,565		

Revenue	Amount
Dues	
Fund Raising	
Selling knitting projects	

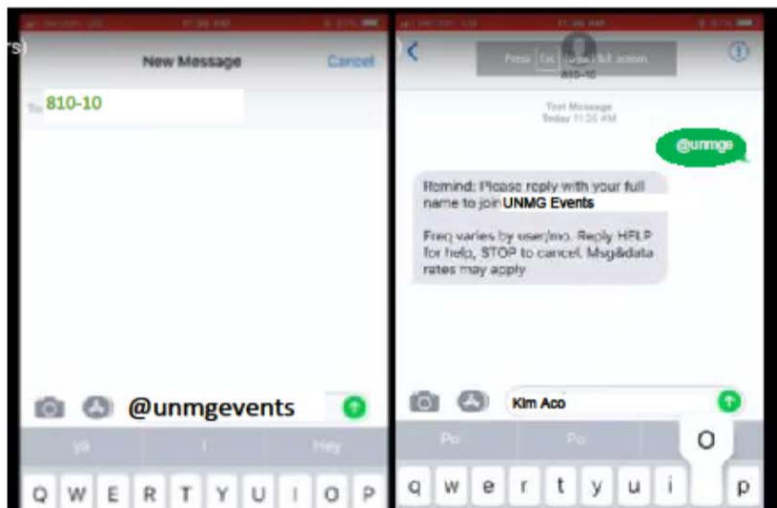
Expenses	Amount
Food for club meetings	\$800
Giveaways for Carnival	\$250
Decorations for Carnival	\$90
T-shirts for club members	\$320
Knitting bags for members	\$575
Purchase food for Mid Semester event	\$125
Purchase of yarn & other knitting supplies	\$405

- Food for club meetings: \$800
- Giveaways for Carnival: \$250
- Decorations for Carnival: \$90
- T-shirts for club members: \$320
- Knitting bags for members: \$575
- Purchase food for Mid Semester eve
- Purchase of yarn & other knitting sup

### To get text notifications:

Join by text:  
 text @unmgevents to 81010 for events around campus  
 text @unmgintramurals to 81010 for intramural information  
 text @unmgsenate to 81010 for Student Senate information

Example:



Join by downloading app:  
[Download the mobile app](#) for iOS and Android devices and create a new account (or log in if you already have one.) To join a class, tap the + by Classes Joined and either join with your class code (@unmgevents) or search for your class (UNMG Events). You'll automatically get app notifications.