



NMSU Student Organization Charter Form

## Aggie Stampede

Submitted By: Hunter Graham, grahamh@nmsu.edu on 12/18/2020 11:44:43 AM

**[APPROVED]**

### Request

Re-Charter

### Name of Organization

Please no abbreviations

Aggie Stampede

### Do you want to upload a new copy of your By-Laws?

No

### Category

Departmental

### College Council

None

Mailing Address For Your Organization Is:

MSC CC, New Mexico State University, P.O. Box 30001, Las Cruces, NM 88003-88004

### Membership Dues:

Yes

### Meeting Time and Location:

6:00 via Zoom

### Election Month(s)

November

### President Information

**President/Co-Leader Name:**

Hunter Graham

**Aggie ID:**

800651414

**President/Co-Leader Email:**

grahamh@nmsu.edu

**Phone No.**

5759420545

As President/Co-leader, I am willing to have my phone number and E-Mail address released to anyone interested in this organization.

**Phone**

Yes

**Email:**

Yes

**Officer Details**

A president (or chief student leader) and treasurer (or finance officer) are the required positions, however, other officer positions may (and should) be officially listed on your organization's roster so that they may access the information and resources that are available through Student Involvement and Leadership Programs (formerly Campus Activities).

**Vice President/Co-Leader:**

**Aggie ID:**

**Phone No.**

**VP/Co-Leader Email**

**Aggie ID:**

**Secretary:**

**Phone No.**

**Secretary Email:****Aggie ID:**

800671541

**Treasurer:**

Austin Parkins

**Phone No.**

5052286951

**Email Field**

parkins@nmsu.edu

**Full Complete Roster\***

Please upload your full complete organization roster if you have it available. A president (or chief student leader) and treasurer (or finance officer) are the required positions, however, other officer positions may (and should) be officially listed on your organization's roster so that they may access the information and resources that are available through Student Involvement and Leadership Programs (formerly Campus Activities).

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**Advisor(s) Information****Advisor 1**

Sarah Edwards

**Aggie ID:**

800760811

**MSC Address**

MSC CC

**Email:**

nmsu.edu account only (please no ad.nmsu.edu).

sarahed@nmsu.edu

**Phone No.**

5756461722

**Advisor 2**

optional

**Aggie ID:**

**Phone No.**

**MSC Address:**

**Email:**

nmsu.edu account only (please no ad.nmsu.edu).

## Advisor Agreement Information

Seldom do faculty and staff have an opportunity to work with students outside the academic setting. In order to maximize benefit to the advisor and to the organization, the advisor must be an active participant. This requires that the advisor attend meetings and as many of the events or activities as possible. Part of the function of the advisor should be to maintain those traditions associated with the organization. The following guidelines have been developed to assist you in your role as an advisor.

The Advisor Agrees:

- To be a full-time faculty or staff employee of New Mexico State University and to remain in this capacity to qualify as an advisor. Any exceptions to this requirement will be considered by the Director of Campus Activities.
- To obtain approval from his or her department head or dean before assuming the role of advisor.
- To be familiar with the policies and procedures of New Mexico State University and to provide interpretations as they relate to the organizations that he or she advises.
- To encourage the organization president or selected officers to attend student organizational workshops held during the fall and spring semesters. (i.e., chartering, activity authorization, funding workshops).
- To review the by-laws of the student organization on a regular basis and to suggest changes or revisions as needed. Any changes must be submitted to the Campus Activities Office in Corbett Center (Room 106).
- Insures that the Campus Activities Office is aware of all changes within the organization such as officer status, election dates, and name change of the organization.
- To be aware of the financial status of the student organization at all times, which can be accomplished by contacting Joyce Shakal, Accounting & Financial Reporting (646-1521) or at [jmshakal@nmsu.edu](mailto:jmshakal@nmsu.edu) if it is a campus account.
- To assure that the members of the organization know that they **MUST** complete an Activity Request Form and receive final authorization for any event or activity held on campus by the organization. Fundraising activities off campus also require the completion of an Activity Registration Form.
- To inform the campus Activities Office in writing if he or she is no longer able to serve or does not wish to serve as advisor to the student organization.

The advisor is to approve this electronic form by email to be submitted to Campus Activities. By their electronic approval, they are agreeing to the above stated terms and conditions.

## Privileges and Responsibilities of a Chartered Student Organization

When a student organization becomes chartered by New Mexico State University, it shall be accorded the following privileges:

1. Use of University facilities subject to the established rules governing such use.
2. Use of the name of the University in official titles.
3. Use of a on campus University club financial account.
4. Use of University bulletin boards subject to the established rules governing such use.
5. Establishment of an organization mailbox in the Campus Activities Office.
6. Participation in NMSU events and other activities that are appropriate for student organizations.
7. Attendance at organizational workshops and seminars sponsored by Campus Activities.
8. Eligibility to participate in events sponsored by Campus Activities.
9. Privilege to have a website and e-mail account through the University's ICT.
10. Use of professional staff and resources available in the Campus Activities Office.
11. Included on the SOAP list-serve (Student Organization Advisor/President).

In consideration for being a chartered student organization, groups will agree to:

- To be aware of the financial status of the student organization at all times, which can be accomplished by contacting Joyce Shakal, Accounting & Financial Reporting at 646-1521 or at [jmshakal@nmsu.edu](mailto:jmshakal@nmsu.edu), if it is a campus account.

- To submit an Activity Registration Form for all events including general meetings, both on and off campus. They are to be submitted no later than 10 working days prior to the event. The event must be finalized through Campus Activities prior to being advertised or held. All Activities must be in compliance with the University Sales and Solicitation Policy. For specific information on planning your event/activity, contact the Campus Activities Office at 646-3200.
- To conduct its affairs within the framework of University policies, including but not limited to: the Code of conduct, Administrative Policies, University's Computer Use Policy, and the provision of the by-laws of the organization.
- To conduct its affairs according to the democratic processes and good fiscal business management.
- To notify and keep the advisor (s) informed of all activities, meetings, fiscal matters, and events of the organization.
- To utilize University facilities, grounds, and equipment properly at all times and to compensate the University if damages occur during an event/activity that the organization conducts.
- To operate and/or conduct all activities in a conscientious manner, consistent with recognized standards, in order to protect the health and safety of the general public and all individuals participating in the activities.
- To submit an NMSU Student Organization Chartering Form and other required documents annually in order to maintain continued association with the University. (Chartering forms are due in September of the current Academic year).
- To update the copy of the organization's by-laws on file in the Campus Activities office when amendments are made by the memberships.

By signature of this form,

We certify that all the information is correct and that:

- All officers are registered full-time students at New Mexico State University, main campus.
- The organization has at least ten registered student members at New Mexico State University Main Campus.
- All voting members are students at New Mexico State University.
- **New Mexico State University (NMSU) is dedicated to providing equal opportunities in our employment and learning environments. NMSU chartered student organizations shall comply with applicable NMSU policies, including but not limited to the policy that NMSU does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation or protected veteran status in its programs and activities as required by equal opportunity/affirmative action regulations and laws and university policy and rules.**

**The person who completed this form:**

Hunter Graham

**Title:**

Administrative and Logistics Director

**Signature**



**Date:**

12/18/2020