

2022-2023 NMSU Returning Student Organization Recognition

Process

Brianna Sanchez - 9/1/2022 7:50:33 PM -04:00

Approved

Date: 10/6/2022 1:35:00 PM -04:00

By: Rose Carbajal

Comment:

Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization. The registration process can be continued at any time by resuming it from your Submissions.

n/a

University policy requires all student organizations to be recognized under the Student Involvement and Leadership Programs Office and agree and adhere to University policies and guidelines.

n/a

Student Organization Recognition Agreement Form - Page #1

When a student organization becomes recognized 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 select University logos on student organization apparel.
3. Use of an on campus University club financial account.
4. Use of University bulletin boards and other campus media venues subject to the established rules governing such use.
5. Ability to request funding for student organization activities through ASNMSU.
6. Establishment of an organization mailbox in the Student Involvement and Leadership Programs office.
6. Participation in NMSU events and other activities that are open to student organizations.
7. Access to personal and organizational workshops and seminars sponsored by Student Involvement and Leadership Programs over topics ranging from leadership development to risk management to organizational growth.
8. Eligibility to participate in the Crimson Kickoff and Aggie Carnival student organization recruiting and information events sponsored by Student Involvement and Leadership Programs.
9. Privilege to have an organizational portal as a part of the Crimson Connection.
10. Use of professional staff and resources available in the Student Involvement and Leadership Programs office.
11. Inclusion on the SOAP list-serves (Student Organization President/Advisor and Student Organization Advisors).

n/a

I agree

Yes

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

1. Complete the annual NMSU Student Organization Recognition process through Crimson Connection in order to maintain continued association with the University. (The Recognition Process occurs during September of the current Academic Year.)
2. Complete all Student Organization Officer Training Modules or Workshops required as part of the recognition process.
3. Maintain a membership roster of at least 2 enrolled NMSU students serving in leadership roles (i.e. President and Treasurer roles must always be filled).
4. Maintain a full-time NMSU faculty or staff member to serve as an advisor to the student organization. All advisors are required to complete an annual advisor agreement as part of the recognition process.
 - a. There are situations where allowances may be made for graduate students and/or affiliated coordinators to serve in the advising role with an additional NMSU faculty or staff member serving in a secondary capacity.
5. Notify and keep the advisor (s) informed of all activities, meetings, fiscal matters, and events of the organization.
6. Complete an Event Registration through Crimson Connection (the process formerly known as the Activity Review Form or ARF) addressing plans and risk management for all events including general meetings, both on and off campus to be submitted no later than 10 working days prior to the event. The event must be finalized through the Student Involvement and Leadership Programs office prior to being advertised or held.
 - a. All activities must be in compliance with the University Sales and Solicitation Policy.
 - b. All activities planned for minors, or in which the majority of participants are minors, must adhere to the additional Youth Program Approval and Requirements found in the NMSU ARP 16.79.

- c. For specific information on planning your event/activity, contact the Student Involvement and Leadership Programs office at 575-646-3200.
7. Remain actively aware of the financial status of the student organization at all times. For on-campus accounts officers or advisors can contact Joyce Shakal in the Aggie Service Center at jmshakal@nmsu.edu or 575-646-1521.
9. Conduct its affairs within the framework of University policies including but not limited to: the NMSU Student Social Code of Conduct, NMSU COVID-19 Policies, Administrative Policies, University's Computer Use Policy, and the provisions of the by-laws of the organization.
- a. Reject hazing in all forms within the student organization, and report incidents of hazing within the organization to the Director of Student Involvement and Leadership Programs.
10. 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.
11. 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.
12. Update the copy of the organization's by-laws in Crimson Connection when amendments are made by the membership.
13. Conduct the affairs of the organization with the realization that, by virtue of the recognized status granted to the organization by the University, its membership, both individually and collectively, will be viewed by the community as a representative of the University.
14. Recognize that an organization shall be responsible for any of its activities that cause a riot, disturbance or disorderly diversion that interferes with the normal operation of the University. This section should not be construed as denying any organization the right of peaceful assembly.

n/a

I agree

Yes

Failure to uphold the responsibilities of a Recognized Student Organization, or abuse of any of the privileges of a Recognized Student Organization, may result in suspension or revocation of the student organization's recognized status on campus. For student organizations who lose their good standing and therefore their recognized status, the privileges of Recognized Student Organizations are also revoked until such time as they return to good standing with the NMSU.

n/a

I understand

Yes

Organization Profile - General Information

Official Organization Name

Associated General Contractors

Acronym/Nickname

AGC

Organization Description Summary

A student Organization at NMSU

Organization Description

Associated General Contractors is an organization that helps develop and foster growth for New Mexico State engineering students perusing a career in construction.

Organization Website URL

[associatedgeneralcontractors](https://www.facebook.com/nmsuagc/)

External Website

n/a

Facebook Page URL

<https://www.facebook.com/nmsuagc/>

Twitter Username

n/a

Youtube Channel URL

n/a

Flickr Feed URL

n/a

Instagram Page URL

n/a

TikTok Username

n/a

LinkedIn Page URL

n/a

Pinterest Page URL

n/a

Tumble Page URL

n/a

Vimeo Page URL

n/a

Email

agc@nmsu.edu

Street Address

n/a

Street Address Line 2

n/a

City

n/a

State / Province

n/a

ZIP/ Postal Code

n/a

Country

n/a

Phone Number

n/a

Extension

n/a

Fax Number

n/a

Additional Information

Student Organization Recognition Questions - Page #1

Are you associated with a College Council?

 Yes

Please Select from below:

 Engineers Council

Do you have membership dues?

 No

If yes, what is the cost of membership (please specify if the amount is per semester or per year)?

 n/a

Where, when, and how often does your organization meet (please specify officer meetings versus general membership meetings)?

 Organization meets bi-weekly. Mondays @5pm at EC3 in room 242.

During what months does your organization select new officers and when does the transition to a new officer team take place?

 On April of every year, as well as the transition to a new officer team begins that following May.

Constitution/Bylaws Upload

Constitution/Bylaws File

 AGC_2022-23_BYLAWS.pdf

Roster

5/5 Total Requirements Met

At Least 1 Chief Financial Officer

Total: 1

At Least 1 Chief Student Leader/President

Total: 1

At Least 1 Primary Advisor

Total: 1

At Least 0 Total Members

Total: 13

At Least 0 Total Optional Position Holders

Total: 1

Roster Step Breakdown

Email	First Name	Last Name	Positions Assigned
akvalles@nmsu.edu	n/a	n/a	Member
bsanche2@nmsu.edu	Brianna	Sanchez	Member, Chief Student Leader/President
ehervol@nmsu.edu	n/a	n/a	Member
ll12@nmsu.edu	n/a	n/a	Member
gabcarra@nmsu.edu	n/a	n/a	Member
jrtapia@nmsu.edu	John	Tapia	Member, Primary Advisor
Derekc@nmsu.edu	n/a	n/a	Member
huntera7@nmsu.edu	Hunter	Abernathy	Member, Vice President/Co-Leader

Email	First Name	Last Name	Positions Assigned
jnunez12@nmsu.edu	Jesus	Nunez	Member, Chief Financial Officer
cck9470@nmsu.edu	n/a	n/a	Member
p2001@nmsu.edu	n/a	n/a	Member
Shane95@nmsu.edu	n/a	n/a	Member
tannerc@nmsu.edu	n/a	n/a	Member

Risk Management Training Video - Page #1

Please Watch the Risk Management Training below.

n/a

<https://www.youtube.com/watch?v=hoBCpgzZsjA>

n/a

After watching this video, as a third component of the recognition process, you will need to complete the Risk Management Training Quiz located [here](#) or also can be found under the Crimson Connection Forms tab.

You must get an 80% or higher to pass the quiz.

The quiz is not automatically graded and you will see that your quiz submission has been approved or denied.

If you score below 80%, someone with Student Involvement and Leadership Programs will be in touch.

n/a

2022-2023 Financial Procedures Workshop - Page #1

This step will ensure that every recognized student organization meets the criteria to receive funding support from the Associated Students of New Mexico State University (ASNMSU). Rather than having to schedule an additional workshop with ASNMSU when you're ready to request funding, SILP and ASNMSU have teamed up to build this requirement into the recognition process and ensure that ALL student organizations are aware that they can receive support from your student government.

To complete this element of recognition, you must review the PowerPoint presentation and packet of information attached below, and then **both** the President/Chief Student Leader **AND** the Financial Officer/Treasurer must submit and pass the quiz linked below. Both items are able to be downloaded so that you can share them with your fellow student organization officers.

If you have any questions about the content of the training or the quiz, please email the ASNMSU Comptroller or Assistant Comptrollers for assistance.

Comptroller - Jose Espinoza, asnmsuc@nmsu.edu
 Assistant Comptroller - Bailey Perkins, asnmsu_ac@nmsu.edu
 Assistant Comptroller - Ahmed Abdaljalil, asnmsu_ac2@nmsu.edu

n/a

I have read through the [Financial Procedures Workshop Power Point](#).

Yes

I have read through the [Financial Procedures Workshop Packet](#).

Yes

I understand that both my student organization's Treasurer/Financial Officer and I must pass the [Financial Procedures Workshop Quiz](#).

Yes

By checking this box, I confirm that I am aware that incompliance with deadlines and failure to submit proper documentation in a timely manner will lead to my reimbursement being forfeited. I also recognize that it is my role as the President/Chief Student Leader of my organization to communicate these expectations to my members as well.

Yes

Corbett Center Information Video - Page #1

Please Watch the Corbett Center Information Video Below

n/a

<https://www.youtube.com/watch?v=JmgzWE6kxKg>

n/a

Student Organization Information Certification Form - Page #1

By clicking I agree,

We certify that all the information is correct and that:

The organization has at least two registered, full-time student members at New Mexico State University Main Campus, and all registered organization officers are full-time students.

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 recognized 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.

n/a

I agree

Yes