

2023-2024 NMSU Returning Student Organization Recognition Process

Jesus Nunez - 8/22/2023 2:28:30 PM -04:00

Approved

Date: 8/23/2023 4:34:28 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. This recognition cycle will be open for completion during the month of April 2023, and will be good until the end of March 2024.

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.
4. Use of an on campus University club financial account.
5. Use of University bulletin boards and other campus media venues subject to the established rules governing such use.
6. Ability to request funding for student organization activities through ASNMSU.
7. Establishment of an organization mailbox in the Student Involvement and Leadership Programs office.
8. Participation in NMSU events and other activities that are open to student organizations.
9. 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.
10. Eligibility to participate in the Crimson Kickoff and Aggie Carnival student organization recruiting and information events sponsored by Student Involvement and Leadership Programs.
11. Privilege to have an organizational portal as a part of the Crimson Connection.
12. Use of professional staff and resources available in the Student Involvement and Leadership Programs office.
13. Inclusion on the SOAP list-serves (Student Organization President/Advisor and Student Organization Advisors).
14. Participate and win awards through the Aggie Cup Competition.

n/a

I agree

Yes

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

1. Complete the NMSU Student Organization Recognition process on Crimson Connection annually in order to maintain continued association with the University. (Recognition forms are usually due in September of the current Academic Year. Allowances have been made for 2020-2021 due to COVID-19, but enforcement of the recognition cycle will return in September 2021.)
2. Complete the 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 the officer positions of President and Treasurer.
4. Maintain a currently employed NMSU faculty or staff member to serve as the primary advisor to the student organization. Graduate students and individuals who are not employed by NMSU may serve as secondary advisors. Non-NMSU employees who wish to serve in official secondary advisor capacity must have a recognized affiliation to the national or external organization which the student organization represents, and show a form of support from that national or external entity to serve in the advising role. All advisors are required to complete an annual training as part of the recognition process.
5. Notify and keep the advisor(s) informed of all activities, meetings, fiscal matters, and events of the organization.
6. Submit an Event through the organization's page in Crimson Connection addressing plans and risk management for all events including general meetings, both on and off campus (available [here](#)) 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.
 1. All activities must be in compliance with the University Sales and Solicitation Policy.
 2. All activities planned for minors, or in which the majority of participants are minors, must adhere to the additional Sponsored Youth Program Approval and Requirements found in the [NMSU ARP 16.79](#).
 3. 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 the Aggie Service Center at asc-agency@nmsu.edu or 575-646-2000.
8. 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.
 1. If the student organization is a collegiate chapter of a national organization, also conduct its affairs within the framework of any and all national bylaws or other governing documents.
9. 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 on file in the Student Involvement and Leadership Programs office 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

An engineering 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

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

https://www.instagram.com/nmsu_agc/

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

P.O. Box 30001, MSC 3566

Street Address Line 2

n/a

City

Las Cruces

State / Province

NM

ZIP/ Postal Code

88003

Country

United States of America

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)?

Engineering Complex (ECIII RM 230), Tuesdays at 5:30 pm, bi-weekly general membership meetings located at ECII RM 230 and monthly officer meetings located at the AGC office.

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

April, the transition begins as soon as new officers are named

Constitution/Bylaws Upload

Constitution/Bylaws File

AGC_BYLAWS_2023-2024.docx

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: 11
- ✔ At Least 0 Total Optional Position Holders
 Total: 2

Roster Step Breakdown

Email	First Name	Last Name	Positions Assigned
bsanche2@nmsu.edu	Brianna	Sanchez	Member
cck9470@nmsu.edu	Caleb	Klima	Member
derekc@nmsu.edu	Derek	Carrica	Member, Vice President/Co-Leader
gabcarra@nmsu.edu	Gabriella	Carrasco	Member
huntera7@nmsu.edu	Hunter	Abernathy	Member
jnunez12@nmsu.edu	Jesus	Nunez	Chief Student Leader/President, Member
josedom6@nmsu.edu	Jose	Dominguez	Member
jrtapia@nmsu.edu	John	Tapia	Member, Primary Advisor
ll12@nmsu.edu	Luis	Fernandez	Chief Financial Officer, Member
p2001@nmsu.edu	Preston	Sciarrillo	Officer, Member
shane95@nmsu.edu	Shane	Gonzales	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

Risk Management Training Quiz - Page #1

What is the name of your student organization?

Associated General Contractors

Please take the risk management quiz below after watching the entire video in the Organization Registration.

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

The Facilitator University is the guiding philosophy NMSU uses in risk management.

True

Which of the following questions should you consider to determine whether your organization is hosting an organization activity?(Check all that apply)

What is the purpose of this activity?

What resources are being used to fund the event?

How is the event being publicized or communicated?

Would a reasonable person think that this activity is associated with your organization?

Is the event on campus or off campus?

Does the event include non-organization members?

Has your advisor assisted with the coordination of the event or are they participating in the event as your advisor?

As a leader in your organization, do you feel that you are in any way connected to this particular activity?

The five steps of risk management are?

Identify, assess, plan, implement, and monitor and evaluate

The five risk assessment areas located within the event forms are physical, reputational, emotional, financial, and facilities risks.

True

An example of transferring risks includes security, training for volunteers, and restricted areas.

True

What should be included in a crisis response plan?
(check all that apply)

Detailed plans of action for various situations

The most frequently utilized part of the risk management process is evaluating what went well and what did not work at the event.

True

Aggie Cup Competition 23-24 - Page #1

The Aggie Cup Competition is an involvement incentive program that benefits student organizations. Groups who excel in the 7 categories that comprise the Aggie Cup Competition can receive financial contributions to their students organizations which can be used to send organization members to conferences or other professional development opportunities as agreed upon with the office of Student Involvement and Leadership Programs.

Additional information about this new program will be emailed and shared in SILP's Instagram Account (@nmsusilp) over the summer. For now, learn more by reviewing the attached Powerpoint presentation which explains the 7 categories and how student organizations can participate!

n/a

Check here to confirm that you have reviewed the [Aggie Cup Competition presentation](#).

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

2022-2023 Financial Procedures Workshop - Page #1

This step will ensure that every recognized student organization is aware of the necessary criteria to receive funding support from the Associated Students of New Mexico State University (ASNMSU). Although no additional funding is available for the rest of Spring 2023, it will still be helpful to understand the process as we move into the 2023-2024 school year.

To complete this element of recognition, you must review the PowerPoint presentation and packet of information attached 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

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

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 currently-registered part time or full time 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 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