



**CLUBS  
ORGANIZATIONS  
AND  
ADVISOR  
HANDBOOK**

## **STUDENT ORGANIZATION and ADVISOR HANDBOOK**

### **Definition of a Student Organization**

Any Eastern New Mexico University—Roswell student group officially recognized by the University is a student organization and is subject to the policies as outlined in this handbook.

### **Meaning of Recognition**

Initial recognition of a student organization constitutes approval of its proposed program and purposes (constitution).

Recognition is a charter to exist, and continued recognition may be withdrawn or suspended by the Vice President for Student Affairs.

Recognition by Eastern New Mexico University—Roswell gives a student organization the right to use the name of Eastern New Mexico University—Roswell and this in turn implies important responsibilities of the organizations to use the name wisely. Recognized organizations may use the facilities according to established policies.

### **Standards for Initial and Continuing Recognition of a Student Organization**

The organization's purpose shall be compatible with the philosophy and education objectives of Eastern New Mexico University—Roswell.

The organization shall serve an area of student activity needs. No provision in membership policies shall prohibit selection of members for reasons of race, color, creed, national origin, sexual preference, or handicapped conditions.

The organization shall agree to submit an annual organization application form to the Assistant Vice President for Student Affairs. Any changes in the constitution of a student organization must be reviewed and approved by the Vice President for Student Affairs before such changes become effective.

### **Application for Recognition**

Each organization shall apply for recognition at the office of the Assistant Vice President for Student Affairs. At this time, the organization will be asked to complete and submit five copies of its proposed constitution and by-laws and an organization application form. (A sample constitution may be found in the back of this handbook).

If the organization is a local chapter of a national organization, it must also file a copy of the constitution of the national organization with the Assistant Vice President for Student Affairs.

Any time that the national organization constitution conflicts with the policies of Eastern New Mexico University—Roswell, the university's policies have priority. When the proposed organization has completed the above procedures, the constitution and by-laws will be forwarded to the Vice President for Student Affairs for approval or disapproval. A representative of the organization, along with the advisor, shall meet with the Vice President upon request by either party.

The Vice President for Student Affairs will forward recommendations to the Assistant Vice President for Student Affairs.

If the recommendation is affirmative, the constitution and a charter will be forwarded to the Vice President for Student Affairs for final approval. The office of the Assistant Vice President for Student Affairs will forward the signed

charter to the organization.

### **Additional Aspects of Recognition**

There are two types of organization status—active and inactive. Failure to comply with the outlined regulations will produce a loss of active status. An inactive organization may not reserve a meeting room, promote an activity, or publicize any functions of the organization.

Organizations must meet various semester or yearly requirements:

1. An organization application form must be filled yearly.
2. Resigning officers must be replaced by the beginning of the following semester.
3. Bills must be paid in a timely manner.
4. Current files of constitutional amendments and other changes must be kept.

When an organization does not comply with the above requirements or university policies, the Assistant Vice President for Student Affairs may, upon notice and with the approval of the Vice President for Student Affairs, declare the organization inactive.

The Assistant Vice President for Student Affairs may reinstate the organization as soon as the organization fulfills the requirements that initiated the inactive notice.

Any major infraction of current policy that would cause a student organization to be declared inactive will be taken before the Vice President for Student Affairs for his or her action.

### **Individual Probation**

An organization is responsible each semester to ensure that its officers are academically eligible. If the officers are not eligible based on poor academic performance,

those officers will be placed on individual probation until such time when they may be reinstated.

### **Group Probation**

An organization may be placed on social probation for infraction of university policies when it is judged that the group, rather than the individual members, is guilty of the infraction(s). The Vice President for Student Affairs may take disciplinary action.

### **Advisor**

Each student organization shall have one advisor who is a member of the Eastern New Mexico University—Roswell faculty or staff. Additional advisors need not be faculty or staff members of the university. Advisors are selected by the organization members and may be appointed by the Division Chair.

### **Advisor Responsibilities to the Organization**

The following is a list of responsibilities of organization advisors:

1. Attend meetings and functions of the organization they advise in order to be the most effective in helping the organization.
2. Be active with the organization in formulating policies and programs or activities that are in keeping with the purpose of the organization and Eastern New Mexico University—Roswell.
3. Give particular assistance in the financial activities of the organization in order to prevent the incurrence of organizational debts. An advisor's signature must be on all requisitions before payments can be made. This signature in no way implies personal or financial responsibilities for the indebtedness of the organization.

### **Organization Responsibilities to the Advisor**

The following is a list of the organization's responsibilities to the advisor:

1. Consider the advisor an important and active participant in organizational functions.
2. Keep the advisor informed of all meetings.
3. Actively seek the counsel of the advisor.
4. Be sensitive to the advisor's responsibilities for the organization.
5. Discuss organizational rules with the advisor.

### **Activities**

The responsibility for adherence to university policies regarding organizational social functions rests with the organization and its advisors. Organizational irresponsibility in maintaining appropriate conduct may result in the forfeiture of its privileges and the denial of the use of Eastern New Mexico University—Roswell facilities.

### **Scheduling of Meetings and Events**

Any student organization wishing to reserve a university facility will do so at the office of the Vice President for Student Affairs. Requests are made to on the facility request form available in the office of the Vice President for Student Affairs.

Student organizations are urged to make facility requests for regular business meeting places. A semi-permanent booking is made with the understanding that an organization may asked to change its regular meeting place on occasion if unusual circumstances make it necessary.

### **Fund Raising**

All fund raising projects must follow the established guidelines listed in the Eastern New Mexico University—Roswell Policy and Procedures Manual.

### **Release of News Stories**

Any information regarding student organizational activities for publication or use by any off-campus newspaper, radio station, television station, magazine, or other media sources must be cleared through the Director of Community Relations.

### **Photographs**

Any photographs taken for publication by any media source must have prior approval from the Director of Community Relations. This policy applies to pictures taken on campus and in university buildings. No pictures of students may be used in commercial advertising if the name of the university is involved.

### **Posters**

Posters and other forms of advertising may be placed on campus bulletin boards that are designated for general postings. However, the following restrictions apply:

1. Due to lack of space, posters must be no larger than 16" x 20."
2. No tape may be used to hang posters.
3. The name of the organization must appear in print at least 1/2" high on all printed materials.

### **Administration of Funds**

Selection of qualified student officers and establishment of sound financial administration should be two objectives of a student organization. This ensures the effectiveness of the organization.

Administration of organizational funds must provide not only for the collection of dues and other money owed to the organization but also for the realization of the greatest value return for money spent.

Student organizations should prepare budgets in the spring for the following year. The Eastern New Mexico University—Roswell Business Office must handle all funds.

No checking accounts in any outside agency are allowed.

**Ordering Merchandise**

All purchases must be preceded by a purchase requisition. The Business Office will then issue a purchase order. Deficit spending is not acceptable.

**EASTERN NEW MEXICO UNIVERSITY—ROSWELL MODEL CONSTITUTION**

Constitution for

---

ARTICLE I.

**Name**

The name of the organization shall be the:

---

ARTICLE II.

**Purpose**

The purpose of this organization shall be (state your organization’s goals and objectives in general terms).

ARTICLE III.

**Membership**

Section 1: Membership shall be open to any interested student.

Section 2: Active members shall be those who attend meetings regularly. Active members shall have rights of voice, vote, and office holding.

Section 3: (comment on dues)

ARTICLE IV.

**Officers**

Section 1: Only active members shall be eligible for office.

Section 2: The terms of office for all elected officials shall be the three consecutive semesters that form an academic school year (fall, spring, summer).

Section 3: The title of the elected officials shall be President, Vice President, Secretary, and Treasurer (names of others maybe added).

Section 4: The duties of the elected officials shall be:

A. President:

1. Shall preside over all meetings.
2. Shall set the date for meetings.
3. Shall appoint members to chair committees.
4. Shall cast the deciding vote in case of a tie.

B. Vice President:

1. Shall preside over all meetings in the absence of the President.
2. Shall act as advisor to all committees.
3. Shall have the right to vote except when acting as President.

C. Secretary:

1. Shall preside over all meetings in the absence of the President and Vice President.
2. Shall have the right to vote except when acting as President.
3. Shall keep and maintain accurate minutes.
4. Shall present a copy of the minutes to all members.
5. Shall keep a list of all active members.
6. Shall handle all correspondence.

D. Treasurer:

1. Shall preside over all meetings in the absence of the President, Vice President, and Secretary.
2. Shall have the right to vote except when acting as President.
3. Shall be in charge of all organization finances.
4. Shall keep an accurate account of all finances and shall give reports to all members.

Section 5: Election of Officers:

1. Active members only shall be nominated for office.
2. An officer/candidate must be in "good academic standing."
3. The current slate of officers shall set the date of elections.
4. All voting will be secret ballot.
5. In the case of any office vacancies, new officers will be elected. In the case of the Presidency, the Vice President will succeed and an election will be held for the position of Vice President.

ARTICLE V.

**Advisor**

Shall be a member of the faculty or staff and shall serve as advisor to the organization.

ARTICLE VI.

**Quorum, Meetings, and Votes**

Section 1. A quorum shall consist of at least one officer and a majority percentage of the active membership.

Section 2. Meetings will be held as specified by the faculty advisor.

Section 3. Emergency meetings will be called when deemed necessary.

Section 4. A quorum is necessary to pass a proposal.

ARTICLE VII. **Financial Structure**

Club dues will be collected as specified by the faculty advisor

ARTICLE VIII. **Impeachment**

An officer may be removed from his/her position due to neglect of duty, inefficiency in office, or any other action that is considered detrimental to the name or purpose of the organization. An officer may be removed by 2/3 vote of the active membership.

ARTICLE IX. **Amendments**

Section 1. Require 2/3 vote of the members present at an official meeting.

Section 2. The faculty advisor must ratify all amendments.

**Eastern New Mexico University–Roswell  
Advising and Retention Center**