



Explore. Experience. Excel.

**Current
STUDENT
ORGANIZATIONS
HANDBOOK**

Welcome to another exciting year!

Eastern New Mexico University (ENMU) and the department of campus life are committed to student success and professional development. An integral part of your success as a student will be becoming invested within the University, the best way to get invested is to get involved! Involvement in student organizations is a great way to build leadership skills, meet new people and not to mention, have fun!

The ENMU Student Organization Handbook has been established for the purpose of assisting student organization leaders and their peers. It is a valuable resource for organization officers, advisors and members. The information is intended to help you “get started”, help existing organizations continue to grow, assist advisors and officers in their leadership roles, as well as explain rules and guidelines for student organizations. Student organization members and advisors are responsible for becoming familiar with the contents of this handbook and for following all University policies, rules, and regulations as they pertain to student organizations.¹

As we say in campus life, if you ever have any questions, comments or concerns, please let us know, we are here to help you and ensure you will be successful.

Ok are you ready? On your mark, get set, go!

All the best,

Campus Life

¹ The documents contained in this handbook and other information pertaining to student organizations at ENMU can be found on the Student Life webpage: <<http://www.enmu.edu/current-students/orgs/>>.

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Campus Life Department Directory

In the Campus Union Building (CUB) resides the Office of Student Activities and Organizations. For more information concerning student organization please stop by the CUB, Room 104. Questions in regards to any information provided in this handbook or otherwise, should be directed to the director of Campus Life, the coordinator of Campus Life, or the graduate assistant.

Office of Campus Life
CUB 104
575.562.2108
Campus.life@enmu.edu

Rules and Guidelines

An Eastern New Mexico University organization in which membership is limited to current ENMU students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Office of Campus Life as administered by the Vice-President of Student Affairs.

A group composed of five (5) or more students and (1) ENMU employee as their advisor is entitled to register as a student organization (on a case by case basis the advisor of a student organization may be a part-time staff or faculty member approved by the director of Campus Life).

Eligibility

A group shall be considered eligible for registration if:

1. Its membership consists of three (3) executive officers (president, treasurer, and other officer) and at least two (2) additional students.
2. Its membership is limited only to active ENMU students, staff, and faculty of the University.
3. It has an advisor who is employed by the University.
4. It is not under disciplinary penalty prohibiting registration.
5. **It conducts its affairs in accordance with University policies, procedures, rules, and regulations; and with local, state, and federal laws.**
6. It does not deny membership to anyone on the basis of sex, disability, age, color, gender, nationality, or religion.
7. The students must fill out a Student Organization Registration Form/ Re-Registration Form for existing organizations along with a Constitution and/or bylaws to have on file in the Campus Life office.
8. Every student organization must have at least one (1) student representative attend:
 - a. Monthly President Student Advisory Council (PSAC). Meetings are on the first Wednesday of each month of the semester.
 - I. In order to be counted as present, each organization representative must sign in.
 - II. One (1) member can represent multiple. In order for each organization to be counted for attendance, they must sign in for each of their organizations.
 - III. If an organization wishes for a flyer and/or a handout to be presented at a PSAC meeting, they must be submitted the Monday before the meeting.
 - b. It is mandatory for each student organization to LEAD ENMU events.
 - c. Each student organization is required to attend the Student Awards Banquet held in April of each year by Student Affairs and Campus Life.

Your Organization Advisor

All student organizations must have an active faculty/staff advisor. The advisor will help the group to achieve the organization's purposes. The advisor must be familiar with University policies. Such advisors accept this role with the understanding that they will:

1. Become acquainted with the handbook and understand all University policies and procedures.
2. Meet regularly with the organization president.
3. Take an active role in advising the student organization by attending social functions and meetings held by the organization.
4. Give counsel and guidance when necessary.
5. Remain informed of the organization purpose, constitution, by-laws, activities and current officers.
6. Required to first approve and sign all request forms.
7. Report immediately to the director of Campus Life in the case that any organizations' activities violate University policies.
8. In the case of an emergency, the advisor will assume control of the organization and event.
9. Ensure that their student organization is submitting mandatory paperwork to include registration packets, all documentation of leadership, professional development and community service.

Privileges³

ENMU provides privileges to active student organizations. These privileges and benefits include:

- The use of Campus Facilities at no cost.
- Opportunities to advertise, sale and solicit on campus.
- Banner privileges in Crossroads Dining Hall.
- Participation Campus Life events.
- Ability to post events and organization information in ENMU communication publications (Chase, Hound Waves, Gazette), website and other media outlets.
- The use of the University branding.

Benefits

- Eligible for SGA (Student Government) funding.
- Access to an organization email.
- Use of the campus-wide email⁴.
- ENMU post office box.
- Leadership, guest speakers and trainings.

³ All of the appropriate forms must be completed in advance, before the director of Campus Life can approve the above listed privileges.

⁴ All mass emails must be submitted to Amanda Delgado in Student Affairs for approval at <Amanda.Delgado@enmu.edu> at least 48 hours in advance. Please refer to page 15 for email format.

Scheduling

During certain times of the year student's priority should be on studies. In order to encourage student's focus, campus wide events will not be scheduled during final or dead week (the week before finals). The director of Campus Life reserves the right to make exceptions and will consider events that have the purpose of studying and tutoring for upcoming exams. Events will not be scheduled at times or in locations that are disruptive to regularly scheduled classes at any time of the year.

Failure to Adhere to Rules and Guidelines

A registered student organization may have its registered status cancelled by the director of Campus Life if it:

1. No longer meets the eligibility requirements set forth herein.
2. Violates the rights and duties of organizations set forth herein.
3. Violates the Student Code of Conduct or any other code designed to regulate behavior.

Violations

Violations for not abiding to Rules and Guidelines

1. The first violation may be a warning and will be administered in writing through an email and letter to the current president and advisor of the student organization.
2. The second violation within the academic year may result in loss of the organization's active status and loss of privileges.
3. Loss of the organization's active status may result from one violation if the director of Campus Life deems that violation to be of a serious nature or a threat to the wellbeing of the students.

Re-Registration for Existing Organizations

Continuing Your Organization

- A Re-Registration form can be obtained several different ways
 - At the Campus Life office located in the CUB, Room 104.
 - Online at http://www.enmu.edu/current-students/orgs/tools/student_organization_re-registration.pdf.
 - By email Campus.life@enmu.edu.
- An updated copy of the organization's constitution and/or bylaws. If needed, an example of an organizational constitution is included in this handbook.
- A current list of student officers (at least two), student members (at least three), and the advisor must be submitted each semester.

Re-Registration period

The registration period will be on or before a week after the first PSAC meeting. Student organizations are only required to register with Campus Life once a year unless an officer or advisor change takes place. When an officer/advisor change happens, an updated re-registration form must be turned in.

Effective Student Organization Tips

Common Officer Description

President (required):

Conducts all meetings in an unbiased matter and allows all member voices to be heard.

- Often needs to meet with the advisor prior to executive meetings or general group meetings to develop a plan for the academic year that reflects the and input of the membership while adhering to all university policies that impact the organization.
- Willing to attend all events and functions, dedicating as much time as needed to the organization.
- Accountable for funds.
- Accurately represents the organization to the University and public.
- Motivate members to remain active, recruit and participate.
- Make ethical decisions.

Vice-President:

- Will assume the duties of the president in case of absence, resignation or incapacity.
- Typically oversees all committees or special projects as the organization liaison to offer assistance to other officers for projects.
- Perform other duties as directed by the president.

Secretary:

- Responsible for the written records of the meeting, including typing the agenda; type, prepare and distribute minutes; and in some organizations be responsible for press releases, making advertisements, or a club social media account.

Treasurer (required):

- Responsible for collection, safekeeping and expenditure of all funds within the organization account.
- Report accurate financial record of authorized transactions, balances and funds.
- Collect and disburse funds only as directed by law, all applicable ENMU policies, and the organization membership.
- Can also be in charge of fundraising events.

All officers need to attend all general group meetings, executive officer meetings, as well as organization functions. When an organization expands it is natural to have more officers or committee heads to take care of the additional demands on current officers.

Typically groups should have meetings bi-weekly or monthly and have executive meetings twice as much to make sure information is prepared for the general meetings. Groups set their own standards on how often they will meet and what activities they do. A good scale for a starting organization is: monthly general meetings, a monthly major activity, and bi-weekly executive meetings. At meetings the officers should make it both fun for those attending as well as productive to the organizations mission.

Student organizations officers who need help in creating a standard for their organization can consult with the director of Campus Life.

Community Service Events

Each organization will submit community service documents to the Campus Life office. Campus Life office will record the details of each organization's community service projects including a brief description, recipients/beneficiaries of the project's services, location, time and total hours. It is highly suggested that all effective student organizations participate in community service. The President of ENMU is proud of organizations that participate in community services and is delighted to publicize their works through different media outlets.

Student Organization Web Access/Email

Student organizations wanting free web space to host their official organization web page can do so on the student server or any other web host provider. All rules and regulations for using the ENMU website or any electronic media must be followed.

Campus wide emails are permitted to all active/recognized organizations. The following format must be used for your email:

Event:

Date:

Time:

Location:

Sponsor: (organization name)

More about the event: (benefits, prizes, etc.)

Agency Accounts

It is only worthwhile for an organization to open an agency account if account will be exceeding \$1,000 annually. An agency account is an account that is held by the University for an organization. An organization's money is deposited to ENMU and checks are issued from ENMU on behalf of the organization. ENMU is the fiscal agent for the organization's agency account, therefore, University policies and procedures must be followed. With an agency account, transactions are recorded on ENMU's general ledger, thus providing a history of activity. Also, when following ENMU purchasing guidelines, an agency account falls under the umbrella of the University's tax exemption status.

As part of University guidelines, individuals cannot be reimbursed for purchases; a purchase order must use to order from a vendor. If members of the organization plan to travel, a travel voucher must be completed.

To Open an Agency Account:

- Schedule an appointment with the Business Office.
- Obtain a request form from the Business Office. Complete and sign the form— (2) student officers and the advisor need to sign. Return the form to the Business Office. This form will need to be updated each time there is a change in officers or advisor.
- Within five (5) University business days the registered student organization will be assigned an account number.

To Make Deposits:

- Obtain deposit slips from the cashier.
- Complete the deposit slips – make sure the account number is correct.
- Write the account number on the back of each check.
- Take the deposit slip and deposit to the cashier between 8 a.m.–4 p.m., Monday through Friday.
- Please allow one (1) university business day for the deposit to be posted to the account.

Purchases and Payments:

- University purchasing guidelines **must** be followed. If you have questions, please call Purchasing before making any purchases.
- Obtain a requisition form from the Business Office
- Complete the requisition form. It is preferred that the form be typed with the complete name and address of the vendor. Give a complete description of the item to be purchased.
- The requisition needs to be signed by (1) of the (2) students listed on file at the Business Office and the advisor. The requisition will not be processed if there is not enough money in the account to cover the request.

Forms to Know

Facility/Activity Requests

Facility/Activity Requests are necessary when an event is going to be hosting an event and/or needs to use the Campus Union Building facilities. Activities may range from regular events to major events depending on the amount of people attending and the time it takes to prepare a facility. Major activities include, but are not limited to, dances, concerts and large outdoor events. Regular activities may include weekly or monthly meetings. Facilities in the CUB include the Ballroom, Ground Zero, or any of the meeting rooms. Greek Park and other ENMU venues require reservation. Consult the Office of Campus Life for complete reservation information.

The following form will need to be completed in order for approval. The form can be picked up in the Campus Union Building, Room 104 or accessed on the internet at http://www.enmu.edu/current-students/orgs/tools/forms/facility_request.pdf.

The form requires the organization Advisor's signature. Final approval of the Facility/Activity Request by a student organization remains with the director of Campus Life or coordinator of Campus Life.

Campus Union Equipment Rental

If additional equipment is needed for an activity outside of the Campus Union Building, in addition to the Facility/Activity Request, an equipment rental request form is necessary. This form will allow an organization to reserve any equipment needed including:

- Room dividers
- TV/VCR/DVD
- Projection Screen
- Flip Chart
- Dry Erase Board
- Easel
- Sign-in Table
- Tables
- Chairs
- Cow

Please notice that this request does not allow reservation for sound equipment

This form will need to be completed along with the Facility/Activity Request Form in order for approval. The form can be picked up in the CUB, Room 104. The form requires the organization advisor's signature. Final approval of the Facility/Activity Request and Campus Union Equipment Rental Forms by a student organization remains with the director or coordinator of Campus Life.



Facility/Activity Request

Campus Union, ENMU Station 39, 575.562.2108

Reservation #: _____

Today's date: _____

Submit this form to the Campus Union, ENMU Station 39, 1500 S Ave K, Portales, NM 88130 or fax to 575.562.4321.

Required Information (complete all information)

(Please print or type.)

Organization/department name: _____

Date of event: _____ Type of event (meeting, banquet, etc.): _____

Name of event: _____ Estimated attendance: _____

Time of event: _____ a.m./p.m. to _____ a.m./p.m. Client decoration time: _____ a.m./p.m. to _____ a.m./p.m.

Fundraiser for student organization? No Yes (If yes, please complete Solicitation Request Form.)

Is Sodexo Campus Services providing food and/or beverages for this event? No Yes (If yes, answer both questions below.)

Is this event catered? No Yes Going through the cafeteria line? No Yes (If yes to either, complete a Catering Request Form.)

Requesting Group

Please see the Office of Campus Life complete your corresponding contract.

University: any University related department/budgeted event, faculty, staff or organization

Private: any individual, group or business not affiliated with the University (weddings, parties, seminars, and/or banquets)

Civic organizations, public service events: FFA, drama fest, girls/boys state, science fair etc.

Facilities Required

Second floor

- Ballroom
- Ballroom foyer
- Zia

Main floor

- Sandia (Smart classroom)
- Aztec
- Pecos (Smart classroom)
- Mesquite
- Table in lobby
- Whole lobby

Basement

- Laguna
- Navajo
- Ground Zero
- Zuni

Outside

- Dallon Sanders Patio
- South patio
- Bus lane
- Greek Park

Room Set-Up

Theatre

Closed square

Cleared out

Banquet (8-foot tables)

Conference

As is

Round tables (circle one) ^{6 or 8} chairs

U-shaped

To be determined

Open square

U-shaped plus chairs inside

Other (see attached diagram)

Additional Equipment Needed

Room dividers

TV/VCR/DVD

Projection screen

Smart supplies

Flip chart

Dry erase board

Easel

PA system

Podium

Podium with mic

Tabletop podium

COW

Piano (Ballroom or Zia only)

Sign-in table

Extra tables: _____

Extra chairs: _____

Requester Information (please print or type)

Requester's name: _____ Phone: _____

Requester's address: _____

Student organizations must have advisor signature and advisor must be present for entire event.

Advisor's name: _____ Phone: _____

Advisor's signature (Required for student organizations): _____

Facility Rental Charge (if non-University group)

Deposit fee, half rental fee and security fee due at time of reservation.

	Amount	Due	Paid	Received by
Deposit fee (refundable based on condition of facility and compliance with all rules and regulations.)	Due _____	Date _____	Date _____	Initial _____

Half of rental fee (non-refundable due at time of reservation) Due _____ Date _____ Date _____ Initial _____

Half of rental fee (non-refundable two weeks prior to event) Due _____ Date _____ Date _____ Initial _____

Security fee (refundable with minimum of 48 hours cancellation) Due _____ Date _____ Date _____ Initial _____

Security needed: On-site number of officers _____ Close patrol requested

Signatures Required for Final Approval

Campus Union secretary

Date

Campus Union director

Date

Food Services

If you are providing food or drinks at your event, Sodexo catering has a contract to cater **all** events held on Eastern New Mexico University's campus. There are two options available for organizations, catering and the Crossroads Dining Hall. If requesting catering please contact the appropriate number to inform Sodexo of what food the organization wants, where and at what time. If requesting to eat in the dining hall, please provide a list so that the organization can sign their name before they get food.

To contact Sodexo:

Catering: 575.562.4050 or Dining Services: 575.562.2190

There is a limited amount of flexibility offered to student organizations. If your organization is serving simple snacks such as chips and soda, you must request a waiver from Sodexo Catering or Sodexo Dining Services located in the CUB Crossroads. If you are granted waiver for a cook-out or an event you are hosting where food is being cooked and served on site, your organization must obtain a health permit from the Environmental Department. It is your responsibility to meet all requirements.

New Mexico Environmental Department
100 East Mañana Unit 3
Clovis, NM 88101
575.762.3728

The following form will need to be completed in order for approval. The form can be picked up in the Campus Union Building Room 104 or accessed on the Internet at <http://inside.enmu.edu/forms/sodexho/cateringrequest.pdf>. The form requires the organization advisor's signature. Final approval of the Sodexo Request Form by a student organization remains with the director or coordinator of Campus Life and the Sodexo director.



ENMU Payment Authorization for Dining Services

Invoice No.: _____



Please submit 10 business days prior to event for best service.

Originating department/group: _____

Contact person: _____ Contact email: _____

Phone number: _____ FAX number: _____ Station number: _____

Date of activity: _____ Event name/Purpose: _____

Participants (check all applicable participants):

Faculty Staff Regent Public Other: _____

Acknowledgement

I understand Sodexo catering staff needs a **minimum of 10 business days** before an event in order to adequately prepare. Failure to submit this form with all required signatures to Sodexo **at least three business days** before the event could subject it to cancellation and/or may result in additional catering charges associated with the event.

Requestor signature

Dean/Department head signature

Accounts and Approvals

Department index and account number to be charged: _____ Billing station No. _____

Vice president signature

Vice president email

Catertrax Instructions

1. Complete this document in its entirety making sure to unclude all necessary approval signatures and account information. Incomplete Payment Authorization for Dining Services will no longer be accepted.
2. To order catering services please go to enmuflavours.catertrax.com. Existing customers may log in to complete their request. New customers will need to create a customer log in. If going through the line, please order using Catertrax. For assistance please call ENMU Flavours Catering at 575.562.2809.
3. After completing this form and submitting your online order through the Catertrax portal, please send this form to Donna.Cruz@sodexo.com or fax to 575.572.2173.

Thank you for assisting ENMU Dining Services in our efforts to reduce paper waste.

Flavours Catering by Sodexo
ENMU Station 51 | 1500 S Ave K | Portales NM, 88130
Phone: 575.562.2809 | Fax: 575.562.2173
ENMUFlavours.CaterTrax.com

Sales, Solicitation and Advertising

Most student organizations will want to advertise, sell, and solicit on campus. Sales, solicitation and advertising may include but is not limited to fliers, handbills, super-posters, chalking, and selling organization gear.

The following forms will need to be completed in order for approval. The forms can be picked up in the CUB, Room 104 or accessed on the Internet at <http://www.enmu.edu/current-students/orgs/tools/forms/solicitation_request.pdf>. The forms require the organization advisor's signature. Final approval of the Facility/Activity Request by a student organization remains with the director or coordinator of Campus Life.



Sales, Solicitation and Advertising Form

Campus Union

www.enmu.edu

Return to Office of Student Activities and Organizations, Campus Union Office, Room 108, after completion.

Requestor's Information

Sponsoring organization: _____

Name: _____
Last First Middle

Mailing address: _____
Street City State ZIP

Email address: _____

Home phone: _____ Work phone: _____

Requestor's Solicitation

Event name: _____

Item to be sold: _____

Solicitation description: Flyer Poster Table tent Other: _____

Is any item to be sold on campus? Yes No

Amount to be charged: _____ per _____ Proceeds will be used for: _____

Note: Please attach exact copy of T-shirt/hat design or bring one for us to view if applicable.

Requested Location

Campus Union Building Other: _____

Starting date: _____ Ending date: _____

Sponsoring Organization

The sponsoring organization agrees to abide by all pertinent University conditions and regulations pertaining to solicitation at Eastern New Mexico University. I, _____, certify on behalf of _____ that this Solicitation Request meets the requirements of the University's Solicitation Policy.

Applicant's signature _____ Phone number _____ Date _____

Advisor's signature _____ Phone number _____ Date _____

Solicitation Review (official use only)

Solicitations will be reviewed weekly by the Office of Student Activities and Organizations which reserves the right to approve, change, deny or cancel requests through consultation with various ENMU departments/offices and in accordance with University policies. In accordance with University policies, appeals of Solicitation Requests must be submitted to the Office of Vice President for Student Affairs, Student Academic Services Building, Room 194.

Approved solicitation: Approved with conditions: _____ Denied solicitation

Signature of Director or Designee: _____ Date: _____

Student Travel

Forms to Know

Student Travel/Absence Form

Student Travel/Absence forms are necessary when students are traveling outside of the university. Activities may range from regular events to major events. Major activities may include, but are not limited to conferences, field trips, seminars, etc. Regular activities may include meetings, field trips, etc. The Student Travel/Absence form is to be submitted by the advisor or sponsor of the student organization. Upon completion of the form, the form must go through several levels of approval before the student travel is approved by the university. Forms should be filled out and submitted two-three weeks prior to the event, to ensure that the process moves smoothly. This form can be found and completed in the Advisor's, or Sponsor's portal, within the forms and downloads section, under the heading "Student Travel". There is not a paper version of this form; it can only be found online. Please note that every student that is an attendee of the trip **must** be indicated with a student ID on the form.

Procedure

To find the Student Travel/Absence Form, please follow these steps:

- 1.) Login to your *MyENMU* portal.
- 2.) Click "Forms and Downloads in the top, middle section of the page.
- 3.) Scroll all the way down to the heading "Student Travel" (the headings are in alphabetical order).
- 4.) Click "Student Travel" once more upon selecting the heading, where a new page for the Student Travel form will open.
- 5.) Fill out and complete every asterisk (*) provided on the webpage, and click "next" to confirm information on the form.
- 6.) Confirm that all entries are correct and submit for approval two-three weeks prior to traveling.

(For an example of what the online form looks like, please see the next page.)

Forms / Downloads - MyEN ssb.enmu.edu

https://ssb.enmu.edu/PROD/stu_trv.p_Menu

Student Travel/Absence Form

This form is for the use of students with permissions for excused absences.

All fields are required.

Details on Destination (include route details) *:

List of Student IDs (Separate with commas) *:

Destination *:

Approving Office *:

Sponsor Making Trip *:

Emergency Phone (Sponsor) *: () - -

Email Address (Sponsor) *:

Alt. Emergency Sponsor *:

Alt. Emergency Phone (Sponsor) *: () - -

Alt. Email Address (Sponsor) *:

Departure Date (Format: MM/DD/YYYY) *: / /

Departure Time (MST) *: : AM

Return Date (Format: MM/DD/YYYY) *: / /

Return Time (MST) *: : AM

School Vehicle *: Yes No

Personal Vehicle *: Yes No

RELEASE: 1.01

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Please remember to complete **all** areas of the Student Travel/Absence Form before submission. All fields are required.

By signing this contract, I agree that:

- I have read the ENMU Student Organization Handbook.
- I agree to meet all rules and guidelines as outlined.
- I understand that any violation of the policies and procedures in the Student Organization Handbook may result in loss of organization privileges and benefits, which may include additional sanctions or deactivation of the organization.
- I understand that the Student Code of Conduct applies to Student Organizations as well as individuals. Violation of the Student Code of Conduct may subject the student organization to loss of privileges, additional sanctions or deactivation of the organization.

_____	_____
Organization Name	Date
_____	_____
Student Organization President	Date
_____	_____
Student Organization Advisor	Date
_____	_____
Director of Campus Life	Date

A copy will be mailed to your advisor after all signatures have been completed. A copy will also be placed in your organization file. The signed copy must be submitted to the Office of Campus Life. Failure to submit this contract with the appropriate signatures will result in loss of organization privileges and benefits but more importantly the deactivation of the organization by the Campus Life office.