



Student Organization Re-Registration Form

Student Officer Update, Student Leadership • Campus Union, Room 104

www.enmu.edu

A registered student organization is responsible for updating the Office of Student Activities and Organizations of any changes in officers within 10 University working days from the day in which the change occurs. This form should be completed as a part of registration. All registration materials should be completed and submitted to Office of Student Activities and Organizations, Campus Union Building, Room 104, Station 39, 575-562-2242.

Student organization name: _____

Date: _____

Please complete the following by typing or printing clearly. If you need additional space, please follow the same format on a separate sheet of paper.

President (required)

Name: _____ Office held: President

Local address: _____ ZIP

Local phone number: _____ Permanent phone number: _____

Permanent address: _____ ZIP

E-mail address: _____

Signature: _____ Date: _____

Treasurer (required)

Name: _____ Office held: Treasurer

Local address: _____ ZIP

Local phone number: _____ Permanent phone number: _____

Permanent address: _____ ZIP

E-mail address: _____

Signature: _____ Date: _____

Other Officer

Name: _____ Office held: _____

Local address: _____ ZIP

Local phone number: _____ Permanent phone number: _____

Permanent address: _____ ZIP

E-mail address: _____

For Office Use Only

Update student organization e-mail _____ E-mail thank you _____

Update spreadsheet _____ Update Website _____



Student Organization Re-Registration Form

Advisor Update, Student Leadership • Campus Union, Room 104

www.enmu.edu

Faculty/Staff Advisors for Registered Student Organizations

Advisors are full-time Eastern New Mexico University employees who want to make an additional contribution to the greater campus community. They are central actors and keys to organizational success. Please submit any advisor changes (update from group and resignation letter from advisor) within 10 working days to the Office of Student Activities and Organizations, Campus Union Building, Room, 104, Station 39, 575-562-2242.

Recommendations

- Ensure that the registered student organization follows guidelines for registered student organizations including University policies and procedures stated in the Student Affairs Handbook, departmental and national policies and procedures, and local, state and federal laws.
- Ensure that the registered student organization works toward its designated purpose and follows its constitution and by-laws.
- Ensure that the membership recruitment, intake, and orientation of the registered student organization are in accordance with all university, department and national policies and procedures, and local, state, and federal laws.
- Monitor financial accounts of the registered student organization involving University funds and be aware of appropriate procedures to access the financial resources.
- Serve as a knowledgeable campus and community referral and resource for the registered student organization and its officers.

Full-time Faculty/Staff Advisor

Student organization name: _____

Name: _____ Office phone number: _____

Department: _____ Office station number: _____

E-mail address: _____ Faculty Staff

Advisor signature: _____ Date: _____

Additional Advisor/Coach (Optional, has no signature authority)

Student organization name: _____

Name: _____ Office phone number: _____

Department: _____ Office station number: _____

E-mail address: _____ Faculty Staff

Advisor signature: _____ Date: _____

