



# New Student Organization Registration Form

Student Leadership • Campus Union, Room 104

www.enmu.edu

A registered student organization is defined as a group comprised of a minimum of three (3) members (excluding officers) enrolled at Eastern New Mexico University who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, regulations and standards of the University. This form should be completed as a part of the organization's annual registration materials. All student organization registration materials should be completed and submitted to the Office of Student Activities and Organizations, Campus Union Building, Room 104, Station 39, 575-562-2242.

## Organization Information

**Student organization name:** \_\_\_\_\_

**Permanent contact information** (please no personal information):

**ENMU P.O. box number:** \_\_\_\_\_ **E-mail/Web site address:** \_\_\_\_\_

**Department/Office/Local address:** \_\_\_\_\_

**Department/Office/Local phone number:** \_\_\_\_\_

**Classification** (please check only one):

- Academic/Professional: College of: \_\_\_\_\_
- Honorary                       Recreational                       Service                       Spirit
- International                       Religious                       Special interest                       Graduate
- Multicultural                       Residence halls                       Social fraternities and sororities

### Purpose

In 25 words or less, copy or summarize the organization's purpose as stated in the organization's constitution.

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### Membership requirements

Indicate any classification or academic requirements in the organization's constitution, i.e. dues, GPA, etc. Membership must be open to all ENMU students without regard to race, sex, disability or national origin.

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## For Office Use Only

Student activities director approval \_\_\_\_\_ Student senate approval \_\_\_\_\_

Update student organization e-mail \_\_\_\_\_ E-mail thank you \_\_\_\_\_

Update spreadsheet \_\_\_\_\_ Update Website \_\_\_\_\_



# Affiliation with Local/State/National Organization

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A registered student organization may be affiliated with a local, state or national organization. Please provide the following information if your organization is affiliated with another organization. The constitution and by-laws of this organization needs to be included with your registration materials.

**Organization name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-mail/Web site address:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

### Additional Information

Number of active members: \_\_\_\_\_ Month of officer elections: \_\_\_\_\_

Amount of membership dues: \_\_\_\_\_

### Verification of Information

The student organization registration process has been developed to give the University community an accurate listing of the active student organizations on campus. Registration does not mean the University supports or adheres to the views held, or the positions taken by registered student organizations. Student organizations assume sole responsibility for debts and financial obligations. In order to maintain registered status, student organizations must submit to the Office of Student Activities and Organizations any changes in officers, advisors or documents within 10 University business days. Student organizations must conduct their affairs in accordance with the constitution and by-laws on file.

The request for records and information related to registered student organizations at Eastern New Mexico University will comply with the Family Educational Rights and Privacy Act of 1974, as amended, commonly known as the Buckley Amendment. Information included on this form and other required forms in the student organization registration materials are considered in the public domain and may be released as directory information.

**The signatures below indicate that all have read and understand the above information.**

**President's name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty/Staff/Advisor's name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For Office Use Only

New or Re-registration verification

Student activities and organizations authorization: \_\_\_\_\_ Date: \_\_\_\_\_

ASENMU, Student government affirmation: \_\_\_\_\_ Date: \_\_\_\_\_



# New Student Organization Registration Form

Student Officer Information, 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: \_\_\_\_\_

### Other Officer

Name: \_\_\_\_\_ Office held: \_\_\_\_\_

Local address: \_\_\_\_\_ ZIP

Local phone number: \_\_\_\_\_ Permanent phone number: \_\_\_\_\_

Permanent address: \_\_\_\_\_ ZIP

E-mail address: \_\_\_\_\_



# New Student Organization Registration Form

Advisor Information, Student Leadership • Campus Union, Room 104

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## 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: \_\_\_\_\_





## Mailbox Application

Student Leadership • Campus Union, Room 104

[www.enmu.edu](http://www.enmu.edu)

Please fill out this form if you would like to use the Office of Student Activities and Organizations as your organization's mailing address. All mail will come to our office and our staff will distribute it appropriately. You may check your mail between 8 a.m. and 5 p.m. Monday through Friday. Any correspondence your organization receives can be addressed as follows:

Name of Organization

ENMU Station 39

1500 S. Ave. K

Portales, NM 88130

President's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Assigned box number (office use only): \_\_\_\_\_