

**New Mexico State University  
Student Organization Handbook  
2021-2022**

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## **INTRODUCTION**

This handbook is designed to be a tool for all student organizations and advisors of at the main campus of New Mexico State University (NMSU). It includes helpful information for student organizations and advisors about expectations, University policies and procedures, and operations to ensure a successful co-curricular experience.

The Office of Student Involvement and Leadership Programs (SILP) annually recognizes student organizations that complement the mission of the university and enhance the quality of education outside the classroom. Recognition does not imply endorsement of the organizations' activities and actions by the university. Recognition is a privilege and may be withdrawn for violation of university policies and procedures, student conduct code, and state, local, and/or federal laws.

## **OVERVIEW**

The recognition process for student organizations is under the guidance of the office of Student Involvement and Leadership Programs. SILP is an office within the Division of Student Success and Enrollment Management and reports to the Associate Vice President of Student Development and Dean of Students.

Student Involvement and Leadership Programs recognizes the importance of co-curricular activities as an integral part of the college-learning experience. Active participation in student organizations provides opportunity for the development of leadership skills, social interaction, and a sense of participation in the campus community. Student Involvement and Leadership Programs assists recognized student organizations in the planning and implementation of a wide range of social, cultural and educational programs designed to engage students, while preparing them to become contributing members in the campus community and global society.

Many studies have shown that students who become involved in co-curricular activities in college benefit personally, socially, and academically. Student Involvement and Leadership Programs and NMSU encourage students to become involved in student life on campus and to participate in the many co-curricular activities offered. Being involved in the total university community furthers student learning and personal development, and contributes to the overall satisfaction with the NMSU academic/educational experience.

Student Involvement and Leadership Programs professional staff personnel have the unique opportunity to work in an advisory, educational, consulting, and resource role with the student participating as members of the recognized student organizations.

## **OBJECTIVES FOR STUDENT ORGANIZATION**

As stated in the LEADS 2025 Vision:

### **GOAL 1: Enhance Student Success & Social Mobility**

Student success across the NMSU system is driven by a commitment to learning in support of degree and career attainment enriched by our research and outreach enterprise. Our students are served by our culture of inclusivity and educational delivery that meets student needs and includes online and hands-on learning. Recognizing the diverse backgrounds of students across the system, NMSU provides a supportive environment for students to become a part of, and contribute to, the campus community, the state, the country, and the world.

### **OBJECTIVE 1.3: Develop a culture of 'Aggie Life' that reflects service-learning, experiential learning, engagement in campus community, and engagement in research experiences**

Student Involvement and Leadership Programs has developed organizational objectives that contribute to the development of student organizations. Student Involvement and Leadership Programs expects certain developmental outcomes will be realized by fulfilling these objectives.

1. Development of activities that promote the students' intellectual and educational capabilities, personalities, and physical skills by assisting students in becoming involved with student organizations which fit their purpose, personal development, hobbies, issues and interests.
2. Development of social skills through social interaction, leadership skills, and good citizenship by encouraging successful involvement in leadership and skill development opportunities, specialized programs for student organizations and resource information, and offering professional advising, training and an array of organizational, leadership and volunteer support services.
3. Development of policies and procedures that hold student organizations responsible for maintaining "good standing" with the university and community, while holding individuals accountable for their own actions and behaviors by seeking to engage students, faculty, and staff in a supportive community that encourages students to work together within a diverse student population and care about the welfare of others.

Student Involvement and Leadership Programs encourages students to become involved in existing student organizations or to establish new and diverse organizations, and is available to assist you in answering any questions regarding student organizations.

### **USAGE OF THE UNIVERSITY NAME AND INSTITUTIONAL MARKS**

Recognized student organizations at NMSU may use select terms or logos that are trademarked by New Mexico State University.

**Terms:** Recognized student organizations may use the university name (New Mexico State University or NMSU) or a related department name within the organization's official title. When using a department or unit name, the student organization must also differentiate itself from the related department.

**Logos:** Recognized organizations also can use three trademarks: the institutional logo, Aggies wordmark and Pistol Pete face above NM State type.



Official NMSU trademarks never should be altered. This includes drop shadows, outlines, stretching, unauthorized colors and patterns, the addition of text and graphics, typeface, modification of the elements within the mark, enclose within another shape or combine with another mark or design. The TM symbol is required on NMSU trademarks used on items created by third-party vendors.

Use of protected NMSU terms and marks must be reviewed and approved by a representative of the NMSU Marketing and Communications office. Contact [mktgserv@nmsu.edu](mailto:mktgserv@nmsu.edu).

NMSU Marketing and Communications highly recommends using a licensed vendor. These vendors have established a reputation of accurately reproducing NMSU's marks and colors, and they are held to a code of ethics, which covers manufacturing, environmental, and worker's rights standards. Lastly, the NMSU Marketing and Communications review and approval processes are built into the process of ordering items from licensed vendors.

At its discretion, NMSU's Marketing and Communications office may revoke a student organization's permission to use NMSU trademarks. Permission may be revoked following repeated and/or flagrant abuse of the above guidelines or if the trademark is used in a way that violates NMSU ARP 3.25 – Prohibition of All Forms of Unlawful Discrimination.

### **DEFINITION OF A RECOGNIZED STUDENT ORGANIZATION**

A “recognized” student organization at NMSU is defined as any student organizational group that meets the following criteria:

- Primary officers and membership consists of students enrolled at New Mexico State University
- Established in order to contribute to the students’ personal interests and development
- Meets all initial recognition requirements as outlined by Student Involvement and Leadership Programs
- Annually completes all trainings and recognition requirements as established by the Office of Student Involvement and Leadership Programs
- Understands and adheres to university policies and procedures

### **THINGS TO CONSIDER PRIOR TO THE RECOGNITION PROCESS**

There are some basic questions that should be answered in order to form a new student organization at NMSU. Taking the time to answer these questions can help effectively organize and provide a framework for the new student organization.

#### **PURPOSE:**

- How will your organization be defined?
- What are your proposed goals?
- What are you hoping to accomplish?
- Are there similar organizations already established on campus?
- What role do you want to play?
- How will you pick an advisor?
- Is there a department with whom you can or will be affiliated?

#### **MEMBERSHIP:**

- Are there other people you already know who would want to join?
- How are you going to identify and recruit others?
- How will you convince them to join?
- What will this organization have to offer?
- What kind of commitment will members have to make?
- What makes this organization unique?

### **BASIC STEPS TO GETTING STARTED**

The purpose of the recognition process is to provide Student Involvement and Leadership Programs, NMSU, and potential members with vital information about student organizations on campus for the current academic year.

All student organizations are required to be recognized annually between September 1<sup>st</sup> – 30<sup>th</sup> of the current academic year. A new organization may become recognized at any time during the academic year, but the approved recognition will expire on August 31<sup>st</sup> prior to the annual recognition period.

Failure to complete the recognition process by the designated deadline may cause an organization's recognized status to be withdrawn from active status. The Student Involvement and Leadership Programs Office reserves the right to deny recognition to any student organization who does not complete the recognition requirements in the allotted timeframe and/or maintain good standing with NMSU (as defined below).

All NMSU recognized student organizations must be open for membership to any student registered student on the main campus. However, as long as no student is excluded from participation, the following student organizations are exempt whose primary purpose is as follows:

- A. Social fraternities and sororities may select members based on gender. (See Regulations under Title IX of the Education Amendments of 1972.)
- B. Religious-based student organizations may use beliefs as criteria for selection of membership to the extent outlined in the by-laws which state that it is affiliated with a specific religion or doctrine, or church and whose primary purpose is to promote and espouse certain beliefs that are religious in nature. Nevertheless, a religious-based student organization cannot discriminate on the basis of, nor inquire about the religious background or beliefs of students for admission into its meetings.
- C. Athletic/Sports Clubs may select members for participation in an athletic/sport competition which is based upon gender in a specific athletic skill, experience, or activity involved in athletic competition. (See Regulations under Title IX of the Educational Amendments of 1972)
- D. Academic Organizations may limit and/or select members for participation based on academic criteria that may include academic major/minor, GPA, year in school, talent/skills etc., as outlined by the academic department on the local, regional, state, or national levels.

Getting started correctly will make your organization run more smoothly. The following guidelines give you step-by-step procedures for recognizing a new student organization. Follow

them carefully, and be sure to ask questions. Student Involvement and Leadership Programs staff can provide you with the assistance you need.

*\*STEP ONE: Selecting Officers, Members, and a Faculty/Staff Advisor*

All recognized student organizations at NMSU must have at least two (2) student members and an advisor who is a member of the faculty or professional staff. Certain university documents and forms will often require your advisor's authorization and signature.

*\*STEP TWO: Complete Student Organization Recognition Form*

This form can be found on-line at [CrimsonConnection.nmsu.edu](https://CrimsonConnection.nmsu.edu):

Please be aware that bylaws for the organization will need to be uploaded to Crimson Connection during this process.

Organizations must include the following statements in their bylaws:

Article I: Statement of Name

Article II: Statement of Purpose

Article III: Statement of Membership

Article IV: Statement of Non-Discrimination

New Mexico State University (NMSU) is dedicated to providing equal opportunities in our employment and learning environments. XYZ (insert name here) organization 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.

Article V: Statement of Prohibition of Bullying, Hazing and Hostile Misconduct (Non-Discriminatory)

Rule 3.80 in the NMSU ARP manual (<https://arp.nmsu.edu/3-80/>), is designed to promote a safe and healthy environment for students and employees who participate in university sponsored activities or recognized student organizations, reside in university housing, or work on campus. The rule defines and prohibits various types of hostile misconduct (not based upon discriminatory motives), clarifies how to make a report or complaint, and summarizes the action the university will take in response. The rule also protects from retaliation individuals who report an alleged violation of this rule or participate in the administrative processes related to enforcement of this rule.



Article VI:	Statement of Executive Officers
Article VII:	Statement of Duties of Executive Officers
Article VIII:	Statement of Removal, Resignation, Vacancies
Article IX:	Statement of Standing Committees
Article X:	Statement of Advisor
Article XI:	Statement of Meetings
Article XII:	Statement of Elections
Article XIII:	Statement of Finances
Article XIV:	Statement of Parliamentary Authority
Article XV:	Statement of Amendments

*\*STEP FOUR: Approval & Notification*

Upon completion and submission of the form, SILP staff will verify that the advisor has also completed the Advisor Agreement Form. Pending satisfactory completion of all elements of the recognition process, an email will be sent to the president and advisor of the organization confirming the organization's official recognized status.

*\*STEP FIVE: DEACTIVATION OR RE-ACTIVATION OF A STUDENT ORGANIZATION*

Deactivation: If a student organization decides to dissolve or becomes inactive (deactivation), Student Involvement and Leadership Programs should be notified as soon as possible. The office will then inform all necessary departments and personnel of this change in status, and remove the organization's profile from Crimson Connection. In addition, Student Involvement and Leadership Programs reserves the right to de-activate student organizations that have been inactive after four (4) years.

Reactivation: If a previously inactive student organization wishes to re-activate, student representatives will need to contact the Student Involvement and Leadership Programs Office. The office will advise the student organization of the necessary procedures to complete the re-recognize process through Crimson Connection.

**NOTIFICATION OF ORGANIZATIONAL CHANGES**

In an effort to keep files current, Recognized Student Organizations should notify SILP within 10 working days of changes in the organization's status during the academic year (name/ advisors/officers/agents/address/ phone number/ web address/constitution and/or bylaw changes) by completing the Officer Addendum Form on Crimson Connection.

## **PRIVILEGES OF RECOGNIZED STUDENT ORGANIZATIONS**

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)

## **RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS**

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, including but not limited to Officer Essential Trainings and the ASNMSU Financial Procedures Workshop.
3. Maintain a membership roster of at least 2 enrolled NMSU students serving in the leadership roles of President and Treasurer.
4. Maintain a full-time NMSU faculty or staff member to serve as an advisor to the student organization. All advisors are required to complete an annual training as part of the recognition process.
  1. There are situations where allowances may be made for graduate students and/or affiliated coordinators to serve in the advising role with an additional NMSU faculty or staff member serving in a secondary capacity.
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 Joyce Shakal in the Aggie Service Center at [jmshakal@nmsu.edu](mailto:jmshakal@nmsu.edu) or 575-646-1521.
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. 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.
9. 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.

10. 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.
11. 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.
12. 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.
13. 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.

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. For student organizations whose recognition has been suspended or revoked, the privileges of Recognized Student Organizations are also revoked until such time as recognition is reinstated.

#### **ADMINISTRATIVE REVIEW PROCESS FOR RECOGNIZED STUDENT ORGANIZATIONS**

1. Officers and members of student organizations are expected to know and abide by all responsibilities for student organizations and for students in general. Failure to uphold these responsibilities may result in an administrative review and subsequent summary action and/or, in cases where Student Social Code of Conduct violations are alleged, will be referred to the Office of Student Conduct & Community Development
2. An administrative review will include a request for written statements by involved parties and/or interviews. The review shall be conducted by the Director of Student Involvement and Leadership Programs or designee, with action rendered based on information available.
3. The organization may request a review of the action by submitting a written statement to the Dean of Students within three days of notification of action. The Dean of Students decision is final and shall be rendered within 10 business days of receipt of the request.
4. Occurrences that result in any summary action may be referred to the Dean of Students Office – Student Conduct for investigation, as the administrative review process does not replace the student conduct process.
5. Summary action may include, but is not limited to:

- a. Letter of finding of no fault-indicates organization did not fail to uphold responsibilities as alleged. This letter becomes part of the organization's permanent file in the Student Involvement and Leadership Programs office.
  - b. Letter of reprimand-indicates failure to uphold responsibilities, though not of a serious nature and constitutes a warning to the organization against future occurrences. This letter becomes part of the organization's permanent file in the Student Involvement and Leadership Programs Office.
  - c. Suspension of privileges-indicates failure to uphold responsibilities of a more serious and/or repeated nature and suspends specified privileges for at least one semester. This letter becomes part of the organization's permanent file in the Student Involvement and Leadership Programs Office.
  - d. Suspension of Recognized status-indicates failure to uphold responsibilities of a severe nature or repeated occurrences, suspension of recognition and all activities and privileges as a student organization for at least one semester. This letter becomes part of the organization's permanent file in the Student Involvement and Leadership Programs Office.
  - e. Revocation of Recognized status-indicates a failure to uphold responsibilities of a severe and/or repeated nature or that could result in civil or criminal charges. The revocation of recognized status action will be automatically reviewed by the Vice President for Student Success and Enrollment Management. This letter becomes part of the organization's permanent file in the Student Involvement and Leadership Programs Office.
6. Requests for reinstatement of privileges and/or recognition will be considered, providing documentation of corrective action taken is provided. Request should be submitted in writing to the Director of Student Involvement and Leadership Programs.
  7. Additions to or changes in policy will be communicated through the SOAP list serve, organization mailboxes, and direct mailing to the President and Advisor.

## **ROLE OF THE ADVISOR**

Advisors are essential to the success of a student organization. It is their responsibility to guide the group in accordance with the purposes and ideals of NMSU and the organization. The relationship of the advisor to the group will vary depending on each organization and its members. Some advisors play very active roles: regularly attending meetings, working with officers, and assisting in program planning. Others maintain a more distant relationship to the organizations, attending only 1-2 meetings per semester to get to know the members and help them know you and not engaging as actively with officer or member development and/or event planning. Therefore, the responsibilities and duties of the advisor will vary according to the group's needs.

You may assume the following roles as an advisor:

**MENTOR** - Often students will come to see their advisor as a mentor and the success of this relationship can have a positive impact on both the student and advisor alike for years to come. Advisors provide an outlet for students to talk about classes, their role in the organization, and everyday issues that students face. Provide the students with advice and share your life experiences to assist them with their academic career and beyond.

**MEDIATOR** - Occasionally issues may arise between members of an organization, between different organizations, or between organizations and university administrators. As an advisor you may need to step in and help mediate the conflict. Often you can pull the two opposing parties into the same room and solve the issue by a simple conversation.

**EDUCATOR** - One of the most essential components to learning in "outside the classroom activities" is reflecting on what you are learning and how you are doing. Advisors help student leaders use their best judgment in selecting and planning programs. Encourage students to stop and evaluate themselves. Assist them in recognizing learning opportunities and how those opportunities can make them better leaders and members in society.

**MOTIVATOR** - There will be times when an organization gets stuck on something or gets into a rut. Organizations may need assistance in overcoming these obstacles. Advisors are here to support and guide the organization, empowering students to make fair, intelligent, and reasonable decisions based on institutional guiding boundaries. You may need to be their cheerleader to keep them excited and motivated when facing a difficult challenge and to promote and support academic success within the organization.

**RESOURCE** - As a faculty/staff member you can be a valuable resource about University policies, procedures, and rules. You are not expected to know everything, but as an employee of the University you have many more connections, and know who to call, than the students to find sought after answers.

LIAISON - An advisor can serve a key role in bridging the gap between an organization and University administrators or even between organizations. Advisors work collaboratively with students by sharing responsibility for the organization and its events. Take advantage of these opportunities to advocate on behalf of the organization.

### **ADVISING RESOURCES**

#### **HELPFUL HINTS FOR THE ADVISOR**

- Assist the group in completing the annual Recognition requirements.
- Assist officers with procedural matters.
- Have a knowledge of all plans and activities of the group.
- Help the organization justify its expenditures of members' time, money, abilities, and energy.
- Discourage domination of the group by any individual or small groups.
- Provide long-term continuity within the group.
- Assist in the orientation and training of new officers.
- Be available to meet with members of the organization at their regular meetings.
- Provide assistance in the planning and evaluation of programs.
- Attend as many of the organization's programs as possible.
- Assist the group in setting realistic goals and objectives for the academic year.
- Promote relationship building between students, faculty, and staff.
- Be knowledgeable of the history, bylaws, and purpose.
- Assist the group in abiding by all University policies, procedures, and regulations.

#### **WHAT AN ADVISOR MAY EXPECT FROM STUDENT OFFICER(S)**

- Establish and share a job description for the advisor that clearly defines advisor responsibilities and expectations
- Keep advisor informed of all organizational activities, meeting times, locations and agendas
- Establish an attendance schedule for the advisor in regards to organization meetings which is mutually agreed upon by the organization and advisor
- Provide advisor with minutes of all meetings
- Meet regularly with the advisor and use them as a sounding board for discussing plans and problems
- Consult with the advisor prior to making any major changes to the structure of the organization
- Allow the advisor to share their thoughts and ideas
- Show respect for the advisor and value them

### **WHAT STUDENT OFFICER(S) MAY EXPECT OF AN ADVISOR**

- Assist the group in formulating long-range goals and in planning and initiating short-term projects.
- To serve as a resource person for alternative solutions to problems confronting the group.
- Assistance with University procedural matters.
- Make suggestions of ways by which the group meetings can be improved.
- To represent the group and its interests in staff and faculty meetings.
- Assist in evaluating group projects, performance, and progress.
- Make suggestions that will permit the officers to improve leadership skills.

### **WHAT STUDENT INVOLVEMENT AND LEADERSHIP PROGRAMS EXPECTS OF THE ADVISOR**

- Guide the group in accordance with the purposes and educational objectives of the University.
- Be familiar with the policies and procedures pertinent to NMSU recognized student organizations and ensure they are followed.
- Be familiar and comply with federal, state, and local laws and ordinances, as well as campus policies.
- Supervise the financial procedures of the organization in handling its funds.
- Contact the Student Involvement and Leadership Programs office when the organization proposes any activities you believe violate university policy, or local, state, or federal laws, or are unsafe.
- Help increase awareness of both students and staff of the University facilities, events, and personnel.

### **QUESTIONS FOR ADVISOR/ORGANIZATION TO DISCUSS WHEN SETTING EXPECTATIONS**

- How much involvement is needed, desired, or expected?
- How often does the organization meet?
- How many major activities or programs does the organization plan per semester? Per year?
- How experienced are the officers?
- How do your skills and knowledge match the needs of the organization?
- What are some of the problem areas the organization has experienced in recent history?
- What are some ways you as the advisor can be helpful to the organization?
- Is the advisor expected to be an active participant at meetings or a silent observer?
- Should you interrupt meetings if you think the group is getting off track?
- If things get unruly should you interrupt or remain silent?
- Is the advisor expected to give feedback? What are the appropriate channels?
- Are there areas of the organization that are “hands off” to the advisor?



**IN CLOSING**

Any students, student leaders, or advisors with questions or concerns about their organizations or their roles should feel free to contact the Office of Student Involvement and Leadership Programs at [silp@nmsu.edu](mailto:silp@nmsu.edu) or 575-646-3200, visit our web site at [silp.nmsu.edu](http://silp.nmsu.edu), or stop by the office located on the 2nd floor of the Corbett Center Student Union in Room #205.