

CHARTERED STUDENT ORGANIZATION Policy

**Adopted by the President July 2, 1992
Revised September 2000, December 2000, July 2014**

I. GENERAL DESCRIPTION

Chartered Student Organizations (CSO's) are formed to further the common interest of the members of the group and the University community. The role of chartered student organizations is an essential part of the co-curricular program at the University. Open to all eligible students and facilitated through faculty and staff resource persons, these organizations develop many opportunities for learning which supplement and reinforce the classroom activities for students.

II. CHARTERING

An application and handbook for Chartering may be obtained at the Student Activities Center. The completed chartering form and constitution and bylaws must be submitted for approval to the Student Activities Center. Each academic year the organization will be expected to submit an updated chartering form and constitution to be registered as a CSO. The organization and officers do not have the legal authority to enter into contracts on behalf of the University. Chartering does not constitute an endorsement of an organization, its program or purposes by the University.

III. PRIVILEGES OF CHARTERED STUDENT ORGANIZATIONS

- a. Chartering allows access to some University facilities such as equipment, meeting rooms and display tables in the Student Union Building. Many of these facilities are available at no cost to the organization.
- b. CSO's may request the use of a mailbox in the Student Activities Center.
- c. CSO's are eligible to request funding from ASUNM and GPSA governments. Funding approval by each student government is determined by internal policies and is not guaranteed by University recognition.
- d. CSO's are eligible to receive advice and assistance in organizing events, fund raising and recruitment from Student Activities Center staff.
- e. CSO's will be listed in the Campus Guide to Chartered Student Organizations.

Any of the above privileges or other benefits of a CSO cannot be transferred or reallocated to a University department or an off-campus organization.

IV. REQUIREMENTS OF CHARTERED STUDENT ORGANIZATIONS

- a. All Chartered Student Organization officers must be registered students at the University of New Mexico. Undergraduate students serving as officers must be registered for a minimum of six credit hours per semester. Graduate and

- professional students serving as officers must be registered for a minimum of three credit hours per semester.
- b. Each Chartered Student Organization must have a minimum of two officers.
 - c. Each Chartered Student Organization must have at least five members.
 - d. One hundred percent (100%) of the membership of social fraternities and sororities and CSO's identified by the Student Activities Center as sport and recreation organizations shall be UNM students registered for the requisite number of credit hours. For all other CSO's, at least seventy-five percent (75%) of the membership shall be UNM students carrying the requisite number of credit hours.
 - e. The organization must have a faculty or professional staff advisor.
 - f. Neither membership in the organization, nor services provided by the organization will be denied to anyone on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual orientation, ancestry, or medical condition. This applies to all groups with the exception of those organizations specifically exempted in Title IX of the Education Amendments of 1972. Exempt groups may not discriminate on any basis other than gender. Examples of exempt organizations are National Fraternal Organizations. Organizations may establish additional membership and academic eligibility for their organization.
 - g. The CSO's current local constitution and bylaws must be on file with the Student Activities Center. The CSO must adhere to these governing documents.
 - h. CSO's must meet all additional requirements developed by a University unit before using facilities or property under the control of that unit.
 - i. CSO's have no insurance coverage from UNM for their activities. The University has insurance through the State of New Mexico Risk Management Division. However, the State insurance policy does not cover the activities of CSO's, their officers or members. Therefore, liability for injuries or damages to members of CSO's and/or third parties arising in connection with CSO activities are not covered by any UNM insurance.
 - j. One officer of each CSO must annually attend a Chartering Workshop given by the Student Activities Center which covers general information relevant to all chartered student organizations.
 - k. Organizations receiving funding from the University must follow the fiscal policies and procedures of the University. In addition, organizations receiving ASUNM and/or GPSA funding must follow the fiscal guidelines developed by the Student Government Accounting Office.
 - l. CSO's must deposit all funds received from any source in a University account established by the University Controller if the organization also receives funding from ASUNM, GPSA, Student Fees, or other University funds.
 - m. CSOs which do not receive funding from ASUNM, GPSA, Student Fees or other University funds and who have funds in off-campus financial institutions cannot use the name "University of New Mexico" or "UNM" in the title of the account or the University's tax identification number.
 - n. The organization must adhere to all applicable University rules and regulations, including the Student Code of Conduct.

- o. If an event of the CSO is judged to threaten the health, safety or property of members of the University community, the request for scheduling may be denied by the Student Activities Center. Decisions can be appealed in writing to the Dean of Students.

V. FAILURE TO MEET RESPONSIBILITIES OF CHARTERED STUDENT ORGANIZATIONS

- a. The Dean of Students Office is responsible for dealing with the failure of any CSO to meet the responsibilities outlined above. In response to such a failure, the Dean of Students Office may revoke or suspend the organization's charter, or place the organization on probation with appropriate conditions. The conditions may include a fixed period of time in which the organization must rectify any failure to meet its responsibilities. Appeals of such a decision can be made to the Vice President for Student Affairs.
- b. A CSO and/or its officers may be liable as an organization and/or individually for the actions of a member that violate the Student Code of Conduct if (1) the member's actions received the tacit or overt consent, support or encouragement of the CSO and/or its leaders, officers, officials or spokespersons; or (2) the CSO conducted affairs negligently. Individual responsibility means the officer will be deemed to have committed a violation of the Code of Conduct personally, which will be dealt with by the Dean of Students Office under Article 4, of the Student Grievance Procedure. Collective responsibility for the organization means that the organization will be considered to have violated the Code of Conduct and will similarly be dealt with under Article 4, with the provision that instead of the possible sanctions of suspension or expulsion, a CSO is subject to the sanctions of probation, suspension or revocation of the organization charter.
- c. The officers or leaders or any identifiable spokesperson for a CSO may be directed by the Dean of Students Office to take appropriate action designed to prevent or end violations of this Policy by the organization or by any person associated with the organization who can reasonably be said to be acting on its behalf. Failure to make reasonable efforts to comply with such a directive shall be considered a violation of this Policy.

VI. SOCIAL FRATERNITIES AND SORORITIES

- A. Fraternities and sororities have special privileges and responsibilities, above and beyond the privileges and responsibilities of other student organizations. In addition to the other responsibilities listed below, fraternities and sororities must be members of the Interfraternity Council, Panhellenic Council, Multicultural Greek Council, Pan-Hellenic Council or other university recognized representative council. The University establishes rules and regulations governing special fraternity and sorority activities, housing, recruitment, and system

policies, through these councils, with final approval residing in the University administration through the Student Activities Center.

Enforcement of these rules and regulations may be carried out through the councils, with final approval residing in the University administration through the Dean of Students Office and Student Activities Center.

B. REQUIREMENTS

- a. All members must be UNM students registered for a minimum of twelve credit hours per semester. UNM students exempt from the twelve credit hour minimum requirement include:
 - i. students with a valid signed Consortium Agreement
 - ii. students participating in a student-teacher program,
 - iii. students with written notification from the Accessibility Resource Center
 - iv. graduating seniors who need less than 12 hours for graduation
 - v. students with reasonable cause for not taking 12 credit hours.

At no time may a student be enrolled in less than three hours and still maintain active membership status.

- b. Sororities and fraternities must agree to follow the University of New Mexico Fraternity/Sorority Risk Management Regulations.
- c. The national organization must be a member of the Fraternity Insurance Purchase Group or have comparable risk management regulations that have been approved by UNM.
- d. Each residential chapter shall have an annual fire and safety inspection by the appropriate governmental agency.
- e. Each residential chapter shall submit a roster to the Greek Life Office of those living in the facility each academic semester, summer session and break period.

C. PRIVILEGES

- a. Each fraternity and sorority will receive a list of semester grades for members of the group who have completed the UNM grade release form.
- b. Sororities and fraternities will have access to UNM police at Chapter House property if located in the Sigma Chi Road and Mesa Vista area.
- c. The Student Activities Center will provide the required faculty or staff advisor upon request.

VII. SPORTS AND RECREATION ORGANIZATIONS

- A. CSO's identified by the Student Activities Center staff as sports and recreation organizations have special privileges and responsibilities, above and beyond the privileges and responsibilities of other CSO's.
- B. Requirements
 - a. All members must be UNM students. Undergraduate members must be registered for a minimum of six credit hours per semester. Graduate and professional student members must be registered for a minimum of three credit hours per semester.
 - b. Sport and recreation organizations must agree to follow all policies and regulations as contained in the University of New Mexico Recreational Services' Sports Club Handbook.
 - c. Sport and recreation organizations will be classified by Recreational Services as either competitive, recreational or instructional.
 - 1. Competitive – Organization competes against other teams at the local, regional or national level.
 - 2. Recreational – Organization holds practice sessions in which members compete with other members of the same club to develop and refine existing skills and enjoy the recreational and social fellowship of sport and recreation.
 - 3. Instructional – Main purpose of this organization is to teach members basic skills and develop interest in that sport.
- C. Privileges
 - a. Sport and recreation organizations will have access to specialized training for American Red Cross First Aid, CPR and Preventing Disease Transmission.
 - b. Recreational Services will provide assistance in chartering, funding requests, facility reservations, recruitment, equipment requests, promotion, and advisement.
 - c. Sport and recreation organizations will be given consideration for locker space in the Student Union for sports equipment purchased with university funds