

Information to Begin Thinking About

Chartering of Organizations at UNM

To charter a group must: *

1. Provide name and statement of purpose for the group
2. Be non-profit in nature
3. Renew the charter annually
4. Maintain in SAC a list of current officers, advisors, and liaisons
5. Have an advisor who is a member of the University faculty or staff
6. Sign a verification that the group will adhere to all Regents and University policies affecting groups.

Requirements for Chartering:

- All officers must be full time students
- 75% of the chapter must be full time students
- Must have a full time Faculty or Staff member as acting advisor
- Sports Groups must be 100% full time students
- Must have a Constitution and By-Laws specific to UNM Chapter
- Must agree to abide by the University, Chartered Student Organization Policy

Types of Organizations:

Academic Departmental
Ethnic / Cultural
Fraternity
Graduate
Honorary
Military
Political
Religious
Residence Halls
Service
Sorority
Special Interest
Sport

* *The Guidelines for the Registration of Organizations at the University of New Mexico, available in the Student Activities Center, contains a complete list of information required and benefits (some benefits are based on classification).*

Leader Hints:

are available on the following topics

- Agendas
- Advising Groups
- Budgeting
- Co-Sponsorship
- Community Service
- Conflict Resolution
- Constitution and Bylaws
- Delegation
- Difficult Members
- Elections
- Event and Program Planning
- Fundraising
- Goal Setting
- Group Performance Evaluation
- Icebreakers
- Individual Evaluation
- Meetings and Minutes
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Publicizing Events
- Recruiting New Members
- Retreats
- Starting a New Organization
- Stress Management
- Team Building
- Time Management

Leader Hints is a publication of the University of New Mexico Student Activities Center. Copies are available at the Student Activities Center, SUB Room 1018. For more information, call 277-4706. Some of the information in this brochure was compiled from leadership materials from the University of Texas at San Antonio and the University of Kansas.

Leader Hints

Leadership Development Tips
for Student Organizations

Starting an Organization



Steps for Starting a New Organization

Chartering provides official University recognition, use of designated University facilities and services, and the possibility of receiving student organization funding from ASUNM or GPSA. Chartering does not imply University endorsement of the purpose of an organization, nor does the University assume sponsorship of or responsibility for any group. The Student Activities Center registers around 400 groups annually. The groups encompass many interests in various areas and are classified as Academic—Departmental, Ethnic—Cultural, Fraternity, Graduate, Honorary, Military, Political, Religious, Residence Halls, Service, Sorority, Special Interest, and Sport—Recreation. If one of the already established groups does not address your interests, you can always start an organization of your own. Here are some steps that will facilitate the process of beginning a new organization.

STEP 1: Before You Charter

- Define the purpose of your organization. Why are you starting the group? How is it different from current groups?
- Set goals that you wish to accomplish (goals should be evaluated by members once the group is established.)
- Sketch out your ideas on the structure of the group.
- Will this be a long term group or a group forming to work on a particular one-time activity? What officers will be established and what are their duties? How will they be selected? What will go into a Constitution? How often will the group meet?

STEP 2: Initial Membership

- Look for potential members in various locations: Your **friends, classmates, or acquaintances** from your living group.
- If the focus of the group is related to a major, check with the **academic department** and students in that major.
- Give flyers to department faculty and ask them to announce the formation of the group in class.
- Attend meetings of various **established umbrella groups** like the ASUNM, Black Student Union, Inter-fraternity Council, National Panhellenic Council, or GPSA to tell them about the new group. They can take the information back to their associated groups and reach a large amount of people.

STEP 3: Advisor

If the focus of the group is related to an academic area, check with the faculty in that department. Talk with your academic advisor and other campus faculty and staff you know.

Getting Chartered

- Create a constitution and set of by-laws (You can get a template and Leader Hint to help develop this)
- Find a UNM faculty or professional staff member willing to act as your advisor
- Make sure that you have at least 5 members in your group
- Select two officers (President, Vice President, etc.) to serve as contacts
- Create a contact list (names and net ID' s) to assist in inviting your group members to become members when you fill out the online charter form.

Getting the Group Going . . .

- Advertise your group in the Daily Lobo, with posters, on open bulletin boards, or by talking to all your acquaintances
- Have a meeting to elect officers
- Get input on the purpose/goals/structure of the group
- Hold activities that will enable members to get to know one another (icebreakers)
- Assign tasks to members to allow them to be a contributor
- Know your resources (Visit SAC for more ideas/suggestions for getting started)

Visit the Student Activities Center in Student Union Building Rm. 1018 for more ideas and possible campus/organization contacts.

Other Leader Hint pamphlets that can help you get started are :

- ◆ Goal Setting
- ◆ Icebreakers
- ◆ Meetings
- ◆ Recruiting Volunteers
- ◆ Team Building

Web TIPS!

- ◆ *To browse or join groups online:*
- 1. *Log on to <http://sac.unm.edu>*
- 2. *Select Member sign-in (under quick links on the left). Sign in using your @unm.edu email address and your 9-digit banner ID number as your password.*
- 3. *Search for groups by clicking the Student Organization tab and entering a key word or group name.*
- 4. *Select a group to find out contact information and further group details.*

For information on how to complete a Charter request online visit the Student Activities Center in the SUB room 1018, or by calling 505-277-4706.