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Starting a chartered student organization is a great way to get involved at UNM. If you have any questions about the chartering process, contact the UNM Student Activities Center. Our staff are happy to assist you!

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## Steps to charter a new group:

- Recruit at least 2 students.** These individuals will serve as the founding officers.
- Attend a Charter Workshop** (2 students must attend. Visit [sac.unm.edu](http://sac.unm.edu) for schedule.
- Write a constitution for your group.** This document outlines the purpose and operating procedures of the group. For assistance writing a constitution, use the *UNM Constitution Template* and/or set up an advising appointment with the Student Activities Center.
- Recruit an advisor.** The advisor must be employed at least half time as faculty or staff. Graduate assistants and student employees are not eligible to serve as advisors.
- Complete an online Chartering Form.** To access the form, visit [sac.unm.edu](http://sac.unm.edu) and click on "Charter System Login." Before you start the form, prepare the following information:
  - **Group name:** the full, unabbreviated name of the club. You may not start the group name with "The," "Lobo," "UNM," or "University of New Mexico."
  - **Category:** Academic/Departmental, Ethnic/Cultural, Fraternity, Graduate, Honorary, Military, Religious, Residence Hall, Service, Sorority, Special Interest, or Sports/Recreation
  - **Purpose statement:** a brief description (300 words or fewer) of the group and the types of activities it hosts. Include your group's acronym if you use one.
  - **Contact email.** Once chartered, you can request a UNM email address for the group to use.
  - **Mailing address:** you can receive mail off campus, to your advisor, or you may request a mailbox in the Student Activities Center.
  - **Officer information:** first name, last name, and position/title for each officer.
  - **Reservation authority:** names of at least two students authorized to reserve rooms in the SUB. Up to four people can be authorized to make reservations.
  - **Membership composition:** undergraduate, graduate, or mixed.
  - **Enrollment method:** open enrollment (accept all interested students), approve applications (group admin approves new members), or invitation only.
  - **Electronic copy of group constitution:** upload as a PDF or Word document.
  - **Advisor contact information:** if you do not know it, use the UNM Directory to look up your advisor.

**Questions? Contact the Student Activities Center**  
(505)277-4706 • [sac@unm.edu](mailto:sac@unm.edu) • [sac.unm.edu](http://sac.unm.edu)