



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!

Steps to charter a new group:

- Recruit at least 2 students.** These individuals will serve as the founding officers.
- Attend a New Charter Workshop.** Visit sac.unm.edu for a 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 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 and phone number:** if you do not feel comfortable using your personal phone or email, consider asking your advisor to be the contact. 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 • sac.unm.edu