



STUDENT ORGANIZATION HANDBOOK 2019-2020



STUDENT
ACTIVITIES
CENTER

Student Activities Center
Student Union Building,
Suite 1018
505.277.4706
sac@unm.edu
sac.unm.edu

CONTENTS

Preface	2
Purpose of Chartered Student Organizations	2
Definitions & Requirements.....	2
Hazing.....	4
University Non-discrimination policy.....	6
Federal Regulations.....	6
Privileges.....	7
Chartering Process	7
Websites & Emails.....	10
Mailboxes	10
Advisors.....	11
Sports & Recreation Clubs.....	12
Lobo Lair Offices & Storage Space.....	13
Equipment Checkout	13
Fundraising.....	13
Event Planning.....	15
Financial Regulations.....	18
Funding.....	18
Free Speech.....	20
Marketing Resources.....	22
Posters & Flyers.....	22
Chalking	23
Recruiting.....	23
Student Union Building Services	24
Department Contact Information.....	32

PREFACE

This guide is intended to explain policies pertaining to Chartered Student Organizations (CSOs) and describe resources that may be helpful to CSOs. Because many departments at The University of New Mexico (UNM) work with CSOs, a list of department contacts is included at the end of this document.

Readers should be aware that this handbook is not a complete statement of UNM's policies and procedures. The University reserves the right to change, without notice, any procedure, policy or program appearing in the CSO handbook. If you have questions about the information in the CSO Handbook, please contact the Student Activities Center:

Student Activities Center

Student Union Building, Room 1018

sac@unm.edu

(505) 277-4706

PURPOSE OF CHARTERED STUDENT ORGANIZATIONS

Chartered student organizations may be formed to further the common interest of the members of the group and the University community. Such organizations develop many opportunities for learning which supplement and reinforce the classroom activities of students. They also provide students with the opportunity to engage in a wide range of activities and expand forums for discussion and debate.

Chartering of an organization does not constitute an endorsement of its programs or purposes by the University. Chartering is the approved means of gaining official recognition. Misuse or nonuse of a charter will result in the withdrawal of recognition by the University. Neither chartered student organizations nor their officers have the legal authority to enter into contracts on behalf of the University ([*UNM Board of Regents Policy Manual – Section 4.6: Chartered Student Organizations*](#)).

DEFINITIONS & REQUIREMENTS

DEFINITIONS

Chartered Student Organizations (CSOs): are interest groups whose membership is comprised primarily of currently enrolled UNM students. CSOs are led by students and may be centered on a wide range of interests and fields of study. CSOs are formally recognized by the University and are conferred with privileges and benefits not offered to non-recognized groups.

Social Fraternities and Sororities: are interest groups whose membership is comprised solely of currently enrolled UNM students. Social fraternities and sororities are required to comply with all CSO policies. Additionally, fraternities and sororities must be members of the Interfraternity Council, National Panhellenic Conference, Multicultural Greek Council, National 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.

Sports and Recreation Clubs: are groups whose primary purpose to participate in sports and recreation activities. Sports and Recreation Clubs have special privileges and responsibilities, above and beyond the privileges and responsibilities of other CSO's. Membership is open only to currently enrolled students. In addition to completing all the requirements to become a chartered student organizations, Sports and Recreation Clubs must also complete additional training and reporting through Recreation Services.

REQUIREMENTS

As outlined in the [*Chartered Student Organization Policy*](#), CSOs must comply with the following membership, financial, and procedural requirements:

- 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.
- Each Chartered Student Organization must have a minimum of two officers.
- Each Chartered Student Organization must have at least five members.
- One hundred percent (100%) of the membership of social fraternities and sororities and CSO's identified by the Student Activities Center as sports 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.
- The organization must have a faculty or professional staff advisor.
- 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.
- 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.
- CSO's must meet all additional requirements developed by a University unit before using facilities or property under the control of that unit.
- 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.
- 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.
- 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.

- CSOs 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. 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.
- The organization must adhere to all applicable University rules and regulations, including the Student Code of Conduct.
- 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.

Failure to comply with these requirements may result in temporary or permanent loss of charter and/or sanctions against officers, members, or the group as a whole.

- 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.
- 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 ex-pulsion, a CSO is subject to the sanctions of probation, suspension or revocation of the organization charter.
- The officers or leaders or any identifiable spokesperson for a CSO may be directed by the Dean of Students Office to take appropriate action de-signed 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.

HAZING

The University of New Mexico prohibits hazing activities associated with acceptance, advancement, membership or continued good standing in formal or informal student groups, clubs or athletic teams. The University of New Mexico and its branches and satellite campuses are serious about eliminating hazing and the threat of hazing. With the help of students, faculty, and staff we will eradicate hazing from our culture ([*UNM Policy Against Hazing*](#)).

DEFINITION OF HAZING

Hazing is any intentional or unintentional, knowing or reckless act, including public stunts, buffoonery, or morally degrading activities, directed against one or more students by one person acting alone or by more than one person, occurring on or off university premises, that would endanger the mental or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Consent and/or acquiescence by the student(s) subjected to hazing is not a reasonable defense in a disciplinary proceeding.

TYPES OF HAZING

The University of New Mexico recognizes three forms of hazing that represent a progression in severity. The degree of severity varies and may overlap in any of these forms.

A. Subtle Hazing: Behaviors that emphasize a power imbalance between a student(s) by one person acting alone or by more than one person and other members of an organization/team either recognized or unrecognized. Termed "subtle hazing" because these types of hazing are often taken for granted or accepted as "harmless" or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place a new student(s) on the receiving end of ridicule, embarrassment, and/or humiliation tactics. (Some types of subtle hazing may also be considered harassment hazing). Subtle hazing may include but is not limited to the following examples:

- Deception
- Silent periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring performance of duties not assigned to other members
- Social isolation of rookies/new members
- Line-ups and drills or tests on meaningless information
- Name calling, demeaning titles
- Requirements to refer to other members with more formal titles (e.g., Mr., Miss)
- Requiring or expecting possession of certain items at all times

B. Harassment Hazing: Behaviors that cause emotional anguish or physical discomfort and are conducted to promote a feeling of group belonging. Harassment hazing confuses, frustrates, and/or causes undue stress to new members/rookies. (Some types of harassment hazing can also be considered violent hazing). Harassment hazing may include, but is not limited to the following examples:

- Verbal abuse
- Threats or implied threats
- Requiring or expecting embarrassing or humiliating attire
- Stunt or skit performances with degrading, crude, or humiliating acts
- Sexual simulations
- Requiring or expecting harassment of others
- Requiring or expecting new members to perform personal service to other members, such as carrying books, running errands, cooking, cleaning, etc.

- Sleep deprivation
- Deprivation of a normal or reasonable standard of body cleanliness

C. Violent Hazing: Behaviors that have the potential to cause physical and/or emotional, or psychological harm. Violent hazing may include, but is not limited to the following examples:

- Forced or coerced alcohol or other drug consumption
- Forced or coerced ingestion of vile substances or concoctions
- Beating, paddling, or other forms of assault
- Branding or burning
- Water intoxication
- Bondage
- Requiring or expecting abuse or mistreatment of animals
- Requiring or expecting illegal activity
- Abduction or kidnapping
- Exposure to cold weather or extreme heat without appropriate protection

UNIVERSITY NON-DISCRIMINATION POLICY

CSOs must comply with all University policies including [Policy 2720: Prohibited Discrimination and Equal Opportunity](#) and the [Chartered Student Organization Policy](#). As such, 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.

FEDERAL REGULATIONS

The statements and practices of each student organization (membership make-up, publications, constitution or by-laws, policies and procedures) should reflect the intent of *Title VI of the Civil Rights Act of 1964*, *Title IX of the Education Amendments Act of 1972*, *Section 504 of the Rehabilitation Act of 1973*, and the *Americans with Disabilities Act (ADA)*. CSOs who violate the aforementioned statutes and fail to take corrective actions will lose their chartered status. A brief description of each statute is provided below. If you have questions concerning the regulations, the Student Activities Center or the Office of Equal Opportunity.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

No person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied benefits of or be otherwise subjected to discrimination under any program receiving Federal financial assistance.

TITLE IX OF THE EDUCATION AMENDMENTS ACT OF 1972

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

SECTION 504 OF THE REHABILITATION ACT OF 1973

No qualified handicapped individual in the United States shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

AMERICANS WITH DISABILITIES ACT (ADA)

Under the Americans with Disabilities Act, postsecondary institutions must ensure that all of their programs, including extracurricular activities, are accessible to students with disabilities. Individuals needing accommodations to participate in academic or extracurricular activities should contact the Accessibility Resource Center.

PRIVILEGES

CSOs represent a significant opportunity for students to develop leadership skills, build relationships, and facilitate engaging programs for students. To support these goals, the University offers CSOs certain privileges including:

- Use of a mailbox in the Student Activities Center
- Access to funding from the Associated Students of the University of New Mexico (ASUNM) and/or the Graduate and Professional Student Association*
- Free room reservations (selected spaces only)
- Use of selected Student Activities Center equipment (tables, chairs, AV equipment)
- Assistance in organizing events, fundraising, and recruitment
- Listing in the printed *Guide to Student Organizations* and in the online [Chartered Student Organizations Directory](#)
- UNM hosted Index Fund (on-campus bank account)
- Free accounting services through the Student Government Accounting Office

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.

*Funding approval by each student government is determined by internal policies and is not guaranteed by University recognition.

CHARTERING PROCESS

WHY CHARTER?

Chartering leads to official recognition of the student organization by The University of New Mexico. As such, chartered student organizations are granted privileges including access to campus facilities, access to ASUNM and GPSA funding processes, and the ability to rent and checkout equipment from the Student Activities Center.

An organization may charter at any time of the year, however, all organizations must re-charter every fall (after August 1st) regardless of when they chartered the previous year. Organizations who charter by the established fall and spring semester deadlines will be listed in the respective editions of the printed *Guide to Chartered Student Organizations*.

Student organizations are not required to charter to be active on campus, however, non-chartered groups will not have access to the privileges afforded to CSOs.

PRE-CHARTERING (OPTIONAL)

Pre-chartering is an optional process that allows new groups to operate temporarily while they are working to complete the chartering process. Pre-chartering allows a group to reserve meeting rooms and display tables free of charge in the Student Union Building, post notices and free use of SAC tables and chairs for tabling outdoors on campus. [Pre-chartering Forms](#) can be filed with the Student Activities Center. Pre-chartering is available for a limited period of time and is helpful in organizing a new group, recruiting new members, and publicizing activities.

CHARTERING A NEW ORGANIZATION

1. Attend a Chartering Workshop

The Student Activities Center sponsors chartering workshops in the fall and at least one officer is required to attend. Workshops are a brief review of the policies, procedures, and services available to chartered groups. A demonstration of the online chartering program will also be given. If there are no more group workshops scheduled, please set up a personal workshop with the Student Activities Center.

2. Create a constitution

A constitution is a guiding document which outlines the purpose of the organization and the basic framework for how it will operate. It should be concise, including only the essential details of how the group should operate. Bylaws, though not required by UNM, can be much more detailed and outline step by step how different functions of the group should be conducted. Typically, bylaws are more often and easily changed (majority approval) while a constitution changes rarely and requires a higher level of approval such as two-thirds of the membership.

The Student Activities Center offers a [template](#) that you can use to build a new constitution. If desired, download the template and adapt it to fit your group. Before submitting the constitution, delete the template instructions and save the file with the name of the organization (*example: Scuba_Club_Constitution_2019*).

Constitutions must include:

- Date approved or revised
- Name of the organization
- Purpose statement explaining why the group exists and what it seeks to do
- Membership eligibility criteria (CSOs may distinguish participation on the basis of grades, academic requirements, and meeting attendance; CSOs may not set membership criteria that violate non-discrimination laws or UNM policies)
- Officer titles and description of duties for each position
- Officer selection and removal procedure
- Procedure for calling meetings and, if applicable, describe different types of meetings
- Election procedures
- Definition of a quorum (the portion of members that are required for the organization to conduct business; usually stated as a fraction such as 2/3 or 3/4).

- Procedure for amending the constitution.

3. Complete a Chartering Form

Complete the online *Chartering Form* which is available through the [Student Activities Center's website](#). Use your UNM NetID and password to log in. If you have problems logging in, contact the Student Activities Center.

A password is required to access the *Chartering Form*. To receive the password, at least one officer from the group must attend a Charter Workshop. Before starting the form, prepare the following information:

Required Information

1. Complete name of the organization (CSO names may not begin with "The" or "UNM" or "University of New Mexico")
2. Primary category: Academic/Departmental, Ethnic/Cultural, Fraternity, Graduate, Honorary, Military, Political, Religious, Residence Hall, Service, Sorority, Special Interest, Sports/Recreation
3. Purpose statement (300 words or less)
4. Contact phone number and email address for the group (this will be published online and in print)
5. Mailing address (SAC mailboxes are available for CSOs)
6. Names and positions of at least 2 officers (use the searchable student directory to add officers)
7. Advisor contact information (must be a full-time faculty or staff member, use the [UNM Directory](#) to locate your advisor's affiliation, job title, department, mailing address, email, and phone number)
8. Composition of the organization (Undergraduate, Graduate, Mixed)
9. Enrollment options (open, approve applications, invitation only)
10. Electronic version of the local constitution (UNM does not recognize national constitutions or bylaws)

Optional Information

CSOs can provide additional information to help prospective members learn more about the group including:

1. Nickname or acronym
2. Secondary category
3. Dues/fees charged by the organization
4. Website link
5. Additional officers and members
6. Organization logo (jpg format)
7. Meeting information
8. Other documents (meeting minutes, flyers, etc.)

Your charter will not be complete until the Student Activities Center has received a completed online charter registration, with approved Constitution, and 2 officers have accepted membership in the chartering system. The administrator will receive an email upon charter approval.

RENEWING AN EXISTING GROUP

CSOs who wish to retain their recognition from year to year must re-charter in the fall semester. To re-charter, one officer from the group must attend a Re-chartering Workshop and update the CSO's online charter record. If the group's constitution has changed from the previous year, a new version must be uploaded to their charter record. Failure to re-charter will result in loss of CSO privileges.

WEBSITES & EMAILS

EMAIL ADDRESSES

CSOs may request a UNM hosted website and e-mail address through [UNM IT's Help Portal](#). To establish a group e-mail, visit help.unm.edu and search for "Department and Club Accounts Club NetID." On the request form, you will be asked to list an approver. Please enter sac@unm.edu in the approver box. Fill in all form fields, making sure to list your full club name in the description. Once you submit your request the Student Activities Center will create a NetID and send your group a temporary password.

WEBSITES

To request a website for your group, visit [UNM IT's Help Portal](#) and search for "Establish a Department or Club Website." Please enter sac@unm.edu as the approver. Fill in all form fields (if you have already established a NetID enter it in the First Choice field). Once you submit your request, you will need to complete web content management system (WCMS) training. WCMS training is offered online through the [UNM Webmaster](#). Once you have completed training, please notify the Student Activities Center via e-mail (sac@unm.edu) so they can approve the creation of your website.

MAILBOXES

Student organizations may request the use of a mailbox at the Student Activities Center. Boxes are assigned on a first-come, first-served basis. CSOs can request a mailbox on the online Chartering Form or by emailing sac@unm.edu. Student organization addresses should read:

< Student Organization Name >
Student Activities Center, Box____
Student Union Building Room 1018
MSC 03 2210
1 University of New Mexico
Albuquerque, NM 87131-0001

Example:
Scuba Club of UNM
Student Activities Center, Box 66
Student Union Building, Room 1018
MSC 03 2210
1 University of New Mexico
Albuquerque, NM 87131-0001

Assign an officer mailbox duty and check the mail at least once per week. Mail delivery continues during the summer semester. Don't forget to check your box during that time. Boxes are for organization use only and no personal mail should be addressed to the box.

If a box has not been emptied for an extended period of time, the Student Activities Center will send an email request for the box to be emptied within a week. After that time, if no action has

been taken, the mailbox will be closed and all mail will be returned to the sender. If your organization disbands or no longer requires a mailbox, you must notify the Student Activities Center.

ADVISORS

FACULTY OR STAFF ADVISOR ROLE

The University strives to enhance student life beyond the classroom. One means to this objective is through informal contact between faculty/staff members and students. Since each chartered student organization at UNM is required to have a UNM faculty or staff advisor, it is an expectation that advisors will view their role as an opportunity to fulfill this goal. The advisor can play a significant part in the development of the group by helping to formulate policies, train new officers, and assist with regular program planning. In large organizations, the advisor may work primarily with the officers. In small groups, the advisor may have the opportunity to work with the entire membership. The advisor should attend a sufficient number of the group's activities and meetings in order to know how the group is functioning.

Advisors should, at a minimum, ensure their organization completes CSO requirements and complies with University policies. Additionally, advisors can plan an important role in furthering the long term success of a group by keeping a record of procedures and important documents. When helping plan events, advisors should work closely with students to minimize risk and liability. An advisor should also help the group evaluate its activities to determine whether they justify the time, abilities, energy, and resources devoted to them.

Faculty and staff members are notified via email when they are listed as advisors for CSOs. If they are unwilling to serve as an advisor, they should contact the Student Activities Center immediately upon receipt of the email. If an advisor resigns, they must notify the Student Activities Center as soon as possible. CSOs without an advisor will be given a two-week provisional period to select a new advisor. CSOs operating without an advisor will be temporarily inactivated until a new advisor is selected.

ADVISOR RESOURCES

The Student Activities Center is always willing to meet with advisors to discuss how they can better assist the student organizations they work with. To set up an appointment, contact our office via phone or email. We can assist with subjects such as liability and risk reduction, troubleshooting, event planning, retreats, parliamentary procedure, campus rules and policies, motivation, and responsibilities.

The [*ACPA Advisor Manual*](#) is also a great resource for advisors.

CRIME REPORTING REQUIREMENTS

Student organization advisors are considered Campus Security Authorities (CSAs) and must [register as a CSA through UNM Police](#). Under the *Jeanne Clery Act*, criminal acts on-campus and in certain off-campus areas must be disclosed in an annual publication. A crime is “reported” when it is brought to the attention of a campus security authority, UNM’s police department, or local law

enforcement personnel by a victim, witness, other third party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. When an advisor receives a crime report, they must share that information with the UNM Police department regardless of the severity of the crime.

As part of its effort to collect information about crime on campus, the UNM Police Department surveys CSAs. Advisors will periodically receive surveys asking about crime reports. Advisors should disclose any crimes that were reported to them, even if they believe UNM police have already responded to the incident. For more information about crime reporting, [contact UNM Police](#).

SPORTS & RECREATION CLUBS

CSOs who focus is on sports instruction or competition are classified as Sports and Recreation Clubs. These groups have special privileges and responsibilities, above and beyond the privileges and responsibilities of other CSO's. In addition to completing all chartering requirements, Sports and Recreation Clubs must also complete additional training and reporting through Recreation Services.

REQUIREMENTS

- 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.
- Sports and Recreation Clubs must agree to follow all policies and regulations as contained in the University of New Mexico Recreational Services' *Sports Club Handbook*.
- Sports and Recreation Clubs will be classified by Recreational Services as either Sports Clubs or Recreational Clubs:
 - **Competitive:** organizations who are recognized by a national sanctioning body, are highly competitive regionally or nationally at the intercollegiate level, and represent the University in their respective sport; Recreational Services may limit the number of competitive clubs to avoid duplication.
 - **Recreational:** organizations who hold practice sessions to develop member's skills and nurture interest in the sport; recreational groups may also compete against other teams.
- At least two officers must attend an orientation and safety meeting annually.
- All members of Sports and Recreation Clubs must register through [IMLeagues](#); individuals may not participate in Club Sports activities, including practices, until their name has been added to their team roster on [IMLeagues](#).
- All members of Sports and Recreation Clubs must sign an *Informed Consent Form* before participating in any activities or holding meetings.

PRIVILEGES

- Sports and Recreation Clubs will have access to specialized training for American Red Cross First Aid, CPR, and Preventing Disease Transmission.

- Recreational Services will provide assistance in chartering, funding requests, facility reservations, recruitment, equipment requests, promotion, and advisement.
- Sports and Recreation Clubs will be given consideration for locker space in the Student Union for sports equipment purchased with university funds.

LOBO LAIR OFFICES & STORAGE SPACE

The Lobo Lair, located on the first floor of the Student Union Building. CSOs can utilize the Lobo Lair for office work, meetings, or recruitment purposes. The Lobo Lair conference room is available for CSOs to use, free of charge.

Office and storage space is available to Chartered Student Organizations that apply through the SUB Board's Space Allocation process which opens each spring. For more information about the allocation process, visit the [Student Union Building website](#).

Lobo Lair tenants are required to check in and out each academic year. Even if your group is assigned the same space for the following year, you are still required to check out at the end of the spring semester.

EQUIPMENT CHECKOUT

CSOs may check out the following equipment for their events at the Student Activities Center:

- Tables (maximum of 2)
- Chairs (maximum of 3)
- Microphone/sound system unit
- Extension cords for outdoor events

To check out equipment, one person from the group must leave their UNM ID card with the Student Activities Center. The individual will be held financially responsible for lost or damaged equipment. All items are available for use between 8 am and 5 pm, Monday through Friday. CSOs who fail to return equipment on time may lose checkout privileges.

Groups needing more tables and chairs, tents, staging, trashcans, or generators can request additional equipment from [Facilities Management](#). Additionally, CSOs can request tents, sounds equipment, and financial co-sponsorship from [ASUNM Student Special Events](#).

FUNDRAISING

GENERAL POLICY

Fundraisers on campus by student organizations are allowed, but several campus policies and state laws dictate how the money generated can be used upon completion. All costs related to the use of University resources (such as costs associated with renting space for the event and personnel who set up the event) must be deducted from the gross proceeds so that there is no donation of University resources. Once the costs related to the use of University resources are deducted from the gross proceeds, the net proceeds of these fundraisers may be donated to the domestic external nonprofits. In order to document the contribution, CSOs should submit to the

Student Government Accounting Office a letter or email from the nonprofit organization acknowledging the contribution.

Fundraising projects by University or non-University personnel for the benefit of UNM must be coordinated through the [UNM Foundation](#), to ensure the establishment of mutually beneficial working arrangements. Periodic solicitation of individual donors for such things as library materials, works of art and other non-cash gifts need not be approved prior to the solicitation, but the UNM Foundation should be kept informed of such activity. Funds or gifts-in-kind generated for University use are to be reported to the UNM Foundation.

All funds raised in the name of UNM and deposited in University accounts must be managed and administered according to policies and procedures of the University Business Office and in compliance with State statutes.

FOOD SALES

CSOs may host food sales as part of fundraising efforts, however, they must adhere to all UNM Policies as well as state and local laws. With regards to food sales, CSOs should be aware that:

- Shelf stable foods (packaged candy, water, sodas, chips, etc.) are ideal for food sales; other items can be sold but may require additional permits and approvals.
- The University has an exclusive contract with Pepsi; only Pepsi products may be sold on campus
- CSOs seeking to prepare and sell any food that is not shelf stable must obtain a [Temporary Food Permit](#) and get approval from UNM Safety and Risk Services; approval can be obtained by filling out a [Special Events Application](#) and supplying all requested follow-up information

RAFFLES

Under the New Mexico Bingo and Raffle Act, [N.M. STAT. ANN. § 60-2F-26 \(1978\)](#), individual units of the University and CSOs may hold up to four fundraising raffle or bingo events within a calendar year, and up to one raffle or bingo event within any three consecutive calendar months.

The number of raffles or bingo events must be kept within these limits to preserve an exemption from the Bingo and Raffle Act's licensing and permitting provisions.

Raffle tickets are not tax deductible as charitable contributions, except in the rare circumstance when the amount charged for a drawing exceeds the value of the top prize. When raffle winnings equal or exceed six-hundred dollars (\$600), raffle organizers should notify the Taxation Department to discuss the IRS reporting and tax obligations of the University, which may include the need to issue an IRS Form 1099.

DONATING MONEY OR GIFTS FROM A FUNDRAISER

Since CSOs are not considered to be State entities by the New Mexico Taxation and Revenue Department, they are not subject to Government Gross Receipts Tax or Anti-donation laws on their self-generated funds. [University Policy 1040, Section 8.2](#) allows CSOs to donate their self-generated funds to non-profit organizations. Therefore, the University exempts the CSO self-

generated funds from UNM spending policies and procedures. Such funds are accounted for separately by the Student Government Accounting Office and are not to be commingled with any State funds.

EVENT PLANNING

GENERAL GUIDELINES

Events, when planned properly, can be a very rewarding experience and are a great way to build engagement. When planning events keep in mind that your organization is responsible for financial arrangements, safety, liabilities, cancellations, scheduling, equipment and any other event details. It's a good idea to start planning far in advance so that you are able to reserve your first choice of event space, secure funding, and obtain any necessary permits.

The Student Activities Center organizes hundreds of events each year and are glad to share their knowledge with CSOs. For basic planning framework, please review the [*Event Planning Guide*](#). For event planning help, contact the Student Activities Center at 277-4605 or sac@unm.edu to set up an appointment.

Privileges of CSOs cannot be transferred or reallocated to a University department or an off-campus organization. Use of alcoholic beverages is prohibited on University property, with very limited exceptions.

PERMITS & EVENT APPROVAL

Certain activities require approval from the University and special permits from the University and/or state and local agencies. Contact the Student Activities Center to determine which permits you will need for:

- On-site cooking or food sales
- Events using food trucks or other off-campus food vendors
- Fires, fireworks, model rockets, or other pyrotechnic devices
- Closing streets, travel lines, or sidewalks
- Use of UNM parking lots as event sites
- Film and movie screenings
- Tents and temporary membrane structures
- Use of drones
- Events with attendance of 50 people or more
- Amplified sound (including non-electrified amplification; e.g. trumpets, drums, etc.)
- Serving alcohol on campus
- Activities that are non-routine for the University (e.g. concerts, parades, political rallies, runs/walks)

In addition to getting the appropriate permits for your event, you must also fill out a [*Special Events Application*](#) and submit it to Safety and Risk Services for approval.

OUTDOOR SPACE RESERVATIONS

Outdoor spaces are free to reserve for CSO events. CSOs may check out 2 tables and 3 chairs for free at the Student Activities Center. [Facilities Management](#) can provide tables, chairs, tents, cord covers, and a stage for a fee. Trash cans and recycling bins can be reserved for free through [Facilities Management](#).

The Student Activities Center manages all outdoor space reservations on Main Campus (except Johnson Field and residence halls) and reserves the right to move, reschedule or cancel events based on space availability, location, event duration, logistics, and security needs. To prevent disruption of classes, research, and student services, no amplified sound is permitted in outdoor spaces without prior approval from the Student Activities Center. Additionally, the University prohibits the use of ground stakes and affixing items to trees, buildings, statues, or other fixtures.

To request an outdoor space on Main Campus, visit ems.unm.edu and submit your request at least 2 business days prior to the event. Please be aware that space reservations are not considered “approved” until the Student Activities Center staff send a confirmation e-mail.

To schedule events on North Campus, contact the Megan Bateman, Health Sciences Administrator at (505) 272-3500 or MegBateman@salud.unm.edu.

INDOOR SPACE RESERVATION POLICIES

To reserve space for an indoor event, CSOs can submit a reservation request online. Most indoor spaces are free for CSOs to reserve. To reserve a room, submit your request on the appropriate website:

Johnson Center & SUB Reservations

ems.unm.edu

Classroom Reservations

[Office of the Registrar Scheduling Office](#)

SOUND POLICY

The production of sound, either amplified or non-amplified, in conjunction with an outdoor event or speech activity under [Policy 2220: Freedom of Expression and Dissent](#), may not substantially disrupt educational activities and other University business. The Student Activities Center reserves the right to set limits on location, permissible sound levels, and amplification to minimize adverse impacts on University activities.

Sound amplification may not exceed 88 decibels at the source. Amplified sound is not permitted in any area of campus during regular business hours (8:00 am to 5:00 pm). Amplified sound includes electrified audio equipment (e.g. speakers, microphones) and instruments which produce their own amplification (e.g. drums, trumpets, guitars). The only exception to this policy is that, with prior approval from the Student Activities Center, amplified sound is permitted in the Cornell Mall area between the hours of 12:00 and 1:00 pm.

Outside of regular business hours, amplified sound may not substantially disrupt University residential areas and the surrounding city neighborhoods. During the week of final examinations

no events involving amplified sound are permitted. If amplified sound is substantially disruptive, the event sponsor will be asked to reduce the volume or face termination of the event.

RISK & LIABILITY

CSOs are not covered under the University's liability policy. CSOs whose activities involve physical activity or high risk of accidents should consider possible liabilities that may arise. CSOs, either collectively or as individual members, may be held financially liable for adverse outcomes resulting from negligence. As such, the University strongly encourages CSO members and advisors to do the following:

- Individual members should carry some form of health, accident or disability insurance as a prerequisite for participation in any activities of the organization
- Discuss safety and possible risks of activities ahead of time, then take steps to ensure all participants have proper training and equipment to safely engage in the planned activity
- Ensure an individual who is CPR and First Aid certified is present for physical activities
- Warn participants of the specific risks associated with an activity
- Purchase additional auto insurance coverage when using a personal vehicle to provide transportation to/from CSO activities
- Collect emergency contact information from participants when there is a risk of injury from participation
- Purchase liability insurance for special events (the Student Activities Center can assist)

When hosting activities that may have a safety risk, CSOs should have all participants sign a waiver. Waivers should contain as much detail as possible. Recreational sports activities, for example, should specify what kinds of injuries could occur. If travel is involved, travel-related hazards should be specifically disclosed. If participants are under 18, a parent or legal guardian must sign the waiver. The sample waiver below can be adapted for CSO events:

I am aware, as explained by (name of organization), that (describe the activity) poses certain risks, including but not limited to: (describe risks). I am voluntarily participating in this activity with full knowledge of the risks involved.

_____SIGNATURE _____DATE

You should contact the Student Activities Center or your faculty advisor if you have questions about risk management.

SPECIAL EVENT INSURANCE POLICIES

For large scale events (festivals, concerts, et al.) your organization may be required to purchase one-time or special event insurances. The Student Activities Center can help get you select and purchase a one-time policy to cover your event. CSOs are responsible for the cost of purchasing these policies.

CO-SPONSORSHIP

CSOs may request co-sponsorship from Student Special Events (SSE) for on-campus events. To request co-sponsorship, CSOs must submit a [Co-sponsorship Request Form](#) at least 7 days prior to the event and present their event plan at an SSE staff meeting. SSE can offer tents and sound

equipment as a co-sponsor and may provide up to \$500 of event funding. Co-sponsorship of CSO events is subject to approval by SSE staff and is not guaranteed.

FINANCIAL REGULATIONS

All student organizations who receive funds from ASUNM, GPSA, or other University entities must deposit all funds received from any source (dues, fundraisers, donations, etc.) into a University account. Student organizations who receive any source of University funds are not allowed to have accounts at banks or credit unions. The Student Government Accounting Office (SGAO) assists CSOs with this process and can answer any questions related to this policy.

Student organizations who do not receive ASUNM, GPSA, or other University funds, may keep their money in a bank or credit union. However, “The University of New Mexico”, “UNM” or any derivative may not be used in the name on the account.

FUNDING

ACCOUNTING & FINANCIAL RESPONSIBILITIES OF FUNDED ORGANIZATIONS

Most CSOs are eligible to receive funding from the Associated Students of the University of New Mexico (ASUNM) and/or the Graduate Professional Student Organization (GPSA). Each group has separate deadlines and processes. Consult the [ASUNM](#) and [GPSA](#) websites for current deadlines.

Because funds received by ASUNM and GPSA are deemed State funds, they are accounted for in The University of New Mexico accounting system and are subject to the policies and procedures governing all purchases made in the name of The University of New Mexico. The Student Government Accounting Office (SGAO) processes the accounting and paperwork for these funds. This office can help you understand the policies and procedures. They offer workshops for all groups which instruct you in the proper forms and procedures for using your funds. Visit the [SGAO website](#) for more information.

ASUNM & GPSA SPRING BUDGET PROCESS

The spring budget process is the primary funding opportunity for student organizations. During the spring budget process, CSOs may request funding for the following fiscal year. The University’s fiscal year begins on July 1 and ends on June 30.

Before requesting a budget, a CSO must send at least one representative to a Budget Workshop. At the workshop, participants will be given access to the necessary forms to complete and detailed instructions. CSOs must submit an itemized budget with their request. For workshop dates and budget request deadlines, visit the [ASUNM](#) and [GPSA](#) websites.

CSOs who submit their budget requests complete and on-time will be assigned a budget hearing date and time. The budget hearing is an opportunity to explain your budget request and answer any questions the respective Finance Committee may have. If a CSO is unable to attend the hearing at the assigned time, the organization must contact the Finance Chair in advance to request a change in time.

Following budget hearings, the Finance Committee will make funding recommendations to either the ASUNM Senate or the GPSA Council for approval. If a CSO is awarded a budget, their funds will be available July 1.

ASUNM FALL BUDGET PROCESS

ASUNM also operates a fall budget process for student organizations who missed the spring budget process or are new student organizations. The process runs in the same manner as the spring budget process. Contact [ASUNM](#) for deadlines and the workshop schedule. GPSA does not participate in a fall budget process.

ASUNM & GPSA APPROPRIATION PROCESS

CSOs may request an appropriation for unforeseen expenses not included in their budgets. Examples of eligible expenses are one-time costs for travel, event costs, and equipment. The appropriation process is different and separate from the spring or fall budget processes. A chartered student organization may request an appropriation once per semester.

CSOs are not required to attend a workshop, but should get assistance from the respective student government and/or the Student Government Accounting Office. For appropriation deadlines, visit the [ASUNM](#) and [GPSA](#) websites.

After submitting a request, the CSO will be invited to attend the next Finance Committee meeting to discuss the request. Following the meeting, the Finance Committee will make funding recommendations to either the appropriate council for approval.

PRO-RATED BENEFIT FUNDS

Pro-Rated Benefit (PB) Funds are available each semester to every recognized graduate/professional departmental student association (RDSA) that has chartered with the Student Activities Center. PB Funds are awarded based on the number of students enrolled in a department. The more students in a department, the more PB Funds the respective student organization is eligible to receive. To request PB funds, an RDSA must be currently chartered, attend a PB Funds Workshop, and have an SGAO account.

PB Fund requests can be submitted any time before the 8th Friday of fall or spring semester. Requests should be sent to sgao@unm.edu and include:

- Organization name
- The name of the affiliated academic department
- Contact information of an officer in the organization
- SGAO Account Number
- The estimated number of students enrolled in academic department

Once a PB Fund Request is submitted, SGAO will verify the department's total enrollment upon the release of the Official Enrollment Report from the Registrar's Office. After enrollment is confirmed, PB funds will be transferred to the respective department within two weeks.

PB Funds must be requested by the eighth Friday of the fall and spring semesters respectively, if not, funds shall automatically revert to the GPSA General Fund. At the end of the fiscal year, a

department may keep up to 50% of unspent funds allocated during the academic year. The remainder shall be reverted to the GPSA general fund. However, an RDSA's remaining balance can never be reduced below \$500 as a result of the reversion. This reversion shall never include the RDSA's self-generated funds.

For PB Fund Workshop dates, visit the [SGAO website](#).

FREE SPEECH

The University values and encourages free expression. As such, any decisions regarding funding, event approvals, and space reservations for CSOs will be made in a content-neutral manner. When planning events on campus, CSOs should be aware of UNM's [*Policy on Freedom of Expression & Dissent \(UBPPM 2220\)*](#) outlined below.

GENERAL

As an institution that exists for the express purposes of education, research, and public service, the University is dependent upon the unfettered flow of ideas, not only in the classroom and the laboratory, but also in all University activities. As such, protecting freedom of expression is of central importance to the University. The exchange of diverse viewpoints may expose people to ideas some find offensive, even abhorrent. The way that ideas are expressed may cause discomfort to those who disagree with them. The appropriate response to such speech is speech expressing opposing ideas and continued dialogue, not curtailment of speech.

The University also recognizes that the exercise of free expression must be balanced with the rights of others to learn, work, and conduct business. Speech activity that unduly interferes with the rights of others or the ability of the University to carry out its mission is not protected by the First Amendment and violates this policy.

CORE PRINCIPLE

The University is committed to tolerate all peaceful speech activities carried out upon the campus unless those activities destroy or materially damage property, materially disrupt other legitimate University activities, or create a substantial health or safety hazard. This policy applies to all buildings, grounds, and property owned or controlled by the University.

ACTIVITIES

Speech activities protected by this policy include speechmaking, praying, the distribution of written materials, picketing, assembling in groups, demonstrating, sidewalk chalking, erecting symbolic structures, and any other actual or symbolic speech or conduct intended to communicate an idea.

Legitimate University activities include teaching, research, and public service; all of the administrative operations supporting those activities; and the performance of all University approved educational, commercial, research, professional or other activities by public or private contractors, tenants, or permittees. An activity scheduled according to section 4 of UBPPM 2220 is a legitimate University activity.

A speech activity materially disrupts other legitimate University activities when a reasonable person is unable to effectively perform a legitimate University activity because of the speech

activity taking place. Examples of when a speech activity may materially disrupt other legitimate University activities include, but are not limited to:

- Conducting the speech activity at a volume that substantially disrupts the normal use of classrooms, offices, laboratories, and other University facilities or grounds;
- Physically preventing persons from entering or leaving a building or premises;
- Conducting a speech activity inside a building and not ending it at or before the close of the building's regular hours;
- Destroying or materially damaging any property; or
- Creating a substantial health or safety hazard.

SPEECH ACTIVITY SCHEDULING

Subject to the exceptions described in below, scheduling to use University facilities for speech activities is not required. Users, however, should be aware that many facilities, both indoor (e.g. classrooms) and outdoor (e.g. Johnson Fields), are used for regularly scheduled activities that have priority over other uses. In order to reserve the desired space and avoid conflicts with other users, groups or individuals wanting to use a regularly scheduled University facility for a speech activity are encouraged to schedule it at least twenty-four (24) hours in advance with the University Student Activities Center, or the office that schedules the desired venue, as advised by the Student Activities Center. Users who fail to schedule a speech activity that occurs and unduly interferes with a prior scheduled activity are in violation of this policy.

Because of size, safety, logistics, and other considerations, the following types of speech activities must be scheduled in advance:

- Assemblies or large events in a University auditorium or similar facility. Users must schedule such events following the procedures of the appropriate University office that oversees the facility.
- Planned demonstrations on campus. A planned demonstration is a public manifestation of protest, condemnation, or approval; taking the form of a mass meeting, procession, picket, or similar activity which is organized and promoted more than a day before the event. Users must schedule such events with the Student Activities Center at least twenty-four (24) hours in advance. This does not apply to spontaneous demonstrations for which there is no prior promotion or organization or where events do not allow at least twenty-four (24) hours' notice in advance. In such situations, as much prior notice as possible must be provided to the Student Activities Center.
- Building a symbolic structure on campus, which must be scheduled with the Student Activities Center at least twenty-four hours in advance. Scheduling does not operate as a process for prior approval of speech activities based upon content. Speech activities will be scheduled on a first-come, first-served basis for the requested location. Events will not be scheduled only if there is a scheduling conflict with an earlier planned event or if the requested event will clearly result in a violation of this policy. The viewpoint to be expressed through the speech activity is not a factor in scheduling. A decision not to schedule an event may immediately be appealed to the University President or designee.

ENFORCEMENT

Any person violating the University's free speech policy may be subject to:

- Institutional disciplinary proceedings under the Student Code of Conduct if a student or the Visitor Code of Conduct if a visitor. Violations by faculty or staff will be referred to the appropriate department or academic unit;
- An order to leave the premises or property owned or controlled by the University by the police or a person in charge of the property; and/or
- Arrest for violation of state law(s).

MARKETING RESOURCES

CSO WEBSITE CALENDAR

The Student Activities Center offers a calendar service for CSO events through the [CSO Portal](#). This calendar is displayed on the homepage each time a student logs in to the [CSO Portal](#). To advertise an event, navigate to your group's page and click "Manage Events" then select "Add New Event." Fill in the event information and then select "Submit and Continue Event Setup." To allow the event to be viewed on the calendar, set the visibility to public. Once you have reviewed your event details, click "Public" to make the event live.

KUNM 89.9

The University radio station has a calendar of events and public service announcements. Visit the [KUNM Community Calendar](#) to list an event or advertise your group.

THE DAILY LOBO

The Daily Lobo offers free online announcements for events on-campus and off-campus. You can list your event by visiting their [Calendar Website](#).

UNM EVENTS & STUDENT ACTIVITIES ONLINE CALENDARS

University Communications and Marketing an online master calendar of UNM Events. To list your event, visit the [UNM Events Calendar website](#) and click the link to "Submit an Event". From here, you can submit your event to the UNM Events Calendar and/or the Student Activities Center Calendar. To create an event, you'll need to log in using your netID and password then select "Create an event."

POSTERS & FLYERS

All UNM students have access to the full Adobe Creative Suite of desktop publishing tools. These programs are an excellent resource for creating high-quality marketing materials for your group. To download software and view tutorials, visit the University's [Creative Campus website](#).

Standard 8.5" x 11" flyers can be printed from any printing kiosk. For custom materials, contact the [UNM Copy Center](#) or your print vendor of choice.

CSOs are encouraged to promote their events by posting on public campus bulletin boards. A list and map of bulletin boards is included at the end of this handbook.

Items that are posted improperly will be removed promptly by maintenance crews. The person or organization responsible for the posting may be billed for removal and repair. For questions about posting on campus, please contact the Student Activities Center.

INDOOR POSTING AREAS

Posting inside of campus buildings may be done with the prior approval of the building's manager. Postings inside of buildings must comply with all University policies and building manager approval does not supersede University policies.

OUTDOOR POSTING AREAS

Posters, notices, and flyers may be placed on outdoor kiosks. Items are removed on a monthly basis. Posters, notices, and flyers may be posted at any outdoor area on campus consistent with the orderly conduct of University affairs, the maintenance of University property, and the free flow of traffic and persons. Items may not be affixed to light poles, bollards, trees, refuse containers, buildings, or similar structures. Posting with glue or other adhesives is prohibited.

Efforts must be made to avoid litter. Expenses incurred by the University for cleanup will be charged to the persons or organizations responsible. Materials shall not be forced upon others and excessive hawking or shouting at persons is prohibited.

VIOLATIONS

Persons violating any of these rules may be subject to disciplinary action under the Student Code of Conduct or the Visitor Code of Conduct. Violations by faculty or staff will be referred to the appropriate department or academic unit. In addition, violators may be subject to an order to leave the University property and/or arrest for violation of State law(s).

CHALKING

Chalking is a great way to promote events and meetings. CSOs must comply with the following regulations:

- Chalking is permitted on sidewalks which are exposed to weather and foot traffic
- Chalking is not permitted on permanent University structures, unexposed sidewalks, vertical walls, or under balconies
- Washable sidewalk chalk is the only type permitted for use on campus
- Liquid chalk, spray chalk, art chalk, charcoal and paint are not permitted
- Chalking is prohibited within fifteen feet of the entrance to any building
- Lobo Village does not permit chalking anywhere on the premises

RECRUITING

New members are the lifeline of any organization. They bring new ideas, enthusiasm, and continuity with graduating and outgoing members. Here are a few suggestions for building membership:

- Look at your organization's purpose and future plans. Know what you are going to promote about your group. Define your strong points in order to sell them. What does your organization have to offer? Fun, friendship, prestige, leadership opportunities, skills development?

- Determine who your organization is for. What is the profile of the new member? Who are you targeting? This will help you focus, but don't exclude others who may be interested. Remember the University's nondiscrimination policy.
- How did your current members learn about the organization? What inspired them to join? Use this to create ideas.
- Participate in University events such as Welcome Back Days, Friday Night Live, Information Fairs, New Student Orientation, Senior Days, etc. Reserve the display tables in the SUB or outside to meet students and pass out in-formation. Put meeting and event notices in the Daily Lobo and on the Chartered Student Organization website.
- Plan a reception, open house, or pizza party to welcome anyone interested.
- Show displays of previous events, newsletters, photos, and awards.
- Have an official welcome and brief explanation of the organization and introduce current and past officers. Announce upcoming events and meetings. Make a bookmark with dates, times and locations to hand out.
- Set up a website with your own address on the UNM server.
- If using social media, make sure to update pages regularly and use uniform messaging across platforms.
- Send out an email newsletter to prospective members (e.g. sophomores who will be eligible to join a junior society.)
- Provide a sense of belonging for current members. Word of mouth and enthusiasm of current members will create interest by itself.
- Establish continuity. There's high turn-over in student organizations from year to year. It's important to keep good records and create continuity between incoming and outgoing members. Otherwise, groups have to recreate the organization every year. This is too much work! Pass on the knowledge

STUDENT UNION BUILDING SERVICES

The Student Union Building offers a variety of services to support CSOs. To utilize these services, please contact the SUB offices directly.

SUB Event Planning

Suite 1094

(505)277-5498

subevent@unm.edu

sub.unm.edu/event-planning

UNM Food (SUB Catering)

Suite 1077

(505)277-1362

food@unm.edu

food.unm.edu

SUB Administration

Suite 3020

(505)277-5626

sub@unm.edu

THE FACILITY

The SUB offers 20 meeting rooms, a multi-function theatre, and a grand ballroom. Audio-visual equipment and special set-ups can be arranged in these rooms. These services are available for CSOs free of charge if there is no admission for the event and it is not considered a front for a chargeable entity. Security and catering are available for a fee. The SUB will hire security staff for dances, concerts, weddings, and other events at the expense of the sponsoring organization. University Catering is the sole professional contract food provider in the SUB and offers a special menu and pricing for student organizations.

ADVERTISING IN THE SUB

University of New Mexico CSOs, ASUNM & GPSA (and their agencies), and departments in good standing with the University can reserve space, upon approval, to advertise in the Student Union Building free of charge. Student organizations and university departments are eligible to publicize and promote activities that create educational, career, cultural, creative or social opportunities for UNM students. You may submit requests to advertise in the SUB on their [website](#).

Advertising options:

- TV Monitors
- Indoor and Outdoor Banners
- Outdoor Marquee (LED Board)

ADVERTISING POLICIES

The UNM Student Union serves and supports students; advertising requests should reflect this. The following policies have been established to effectively accommodate multiple groups and events while ensuring student support:

- Advertisements must be for UNM Chartered Student Organizations or UNM Department events, programs or announcements.
- Advertisements submissions are limited to 1 per event.
- Submissions must be submitted no earlier than 3 weeks prior to the event.
- Announcements for specific events may be run for at maximum, 2 weeks prior to the event.
- Events advertised must be in the UNM SUB or on the adjacent Plazas.
- Advertisements must serve to benefit or present opportunities for UNM students and the campus community.
- Advertisements will not promote any non-UNM entity, whether corporate, commercial, nonprofit or political.
- Personal projects will not be accepted.
- Advertisements must be well designed, and precisely follow the [SUB Advertising Specifications](#).
- Advertisements should not present opinions, allegations or advocate a position with regard to social or political issues or campaigns.
- Advertising is subject to the approval of Student Union Marketing Representative or designee, who reserves the right to refuse any requests without notice.
- The Student Union shall not be responsible for any errors or omissions.
- General announcements from the Student Union may run on a regular and ongoing basis.

All advertising requests must be placed at least five (5) business days prior to the requested date of display. This includes any regularly scheduled University school day unless specifically stated otherwise. This excludes Saturdays, Sundays, and holidays which will require a longer turn around.

MEDIA SPECIFICATIONS

TV Monitors

TV monitors display ads throughout the building and are available for UNM events and announcements. The advertiser must submit a file of their own design. The Student Union Marketing Department reserves the right to reject the ad without notice if it does not comply with the following specifications:

- JPEG (.jpg) or GIF (.gif)
- 1920 x 1080 pixels
- May run up to two weeks prior to an event.
- Limit one television ad per event at any given time

Outdoor LED Board

- LED advertisements are for large-scale, campus-wide events only
- Locations are at the south and north entrances to SUB
- May run up to two weeks prior to an event
- One ad per event at any given time

Signs and Decorations

Signs for events in the Student Union may be displayed outside meeting rooms with prior approval from the SUB Event Planning Office. No tape, tacks, nails, or other fastening devices may be used on walls, doors, or windows. Signs placed on doors, glass, and walls will be removed immediately. Additionally, glitter, confetti or open flames are not allowed. Any violations will result in a damage charge and/or loss of rental privileges. Easels are also available from the SUB Event Planning Office.

Banners

Banners may be hung on the outside balconies and/or the inside atrium of the Student Union. Only banners for campus wide events sponsored by CSOs, student governments, or UNM departments will be considered. Banner space is not intended for campus electioneering or personal endorsements. Banner postings require the approval of the Director of the Student Union or designee.

Exterior banners

- The east side location consists of the railing above the stairs that lead to the plaza level of the Student Union. Banners in this location can have a maximum size of 8 ft. wide by 5 ft. high.
- The north balcony location consists of the railing of the Ballroom C balcony. Banners in this location can have a maximum size of 10 ft. wide by 6 ft. high.
- Displayed banners may be displayed for up to 2 weeks prior to an event.
- Banners must be vinyl and have metal grommets.

Interior banners

- The atrium location consists of the four railings that surround the atrium on the mall level. Banners in this location can have a maximum size of 11 ft. wide by 5'2 ft. high. Requests for a particular side of the Atrium location will be granted on a first come, first serve basis.
- Displayed banners may be displayed for up to 2 weeks prior to an event.
- Banners can be vinyl or paper, but vinyl banners must have metal grommets.

All banners will be hung by members of the Student Union Building Marketing Department. To prevent damage to the building, tape may not be used to hang banners.

ROOM RENTALS

CSOs may reserve space in the SUB, at no charge, for meetings and/or events specific to the organization. CSOs are required to specify up to 4 individuals who can reserve rooms in the SUB.

An officer of the CSO must acknowledge awareness and support of each scheduled event and must sign the rental agreement.

Scheduling a special one-time meeting, event or conference can be accomplished by meeting with the scheduling staff in the SUB at least seven (7) business days prior to the event. For larger events, it's best to give a long lead time to reserve space. Please note that SUB may be closed or have abbreviated hours during school holidays and breaks.

Any organization wishing to reserve more than three (3) rooms must submit an *Exemption Request Form*. Otherwise, the Student Organization Room Rental Rate will apply for each room in excess of the allotment. Reasonable accommodations will be made for usual circumstances and will be determined by the Event Planning Manager.

If a student organization is requesting rooms in the SUB for the purpose of a conference or similar event, the group must submit an *Exemption Request Form*. The request will be considered by the Event Planning Manager. Regularly scheduled meetings cannot be booked in the ballroom. The ballroom is intended for special events only. Some charges may apply for set up of audiovisual equipment and security staff.

For more information on rooms available for booking, size, and capacity, visit the SUB Event Planning Office website or contact our UNM Event Planning/Scheduling Office. Room rental fees are waived for all Chartered Student Organizations with the following exceptions:

- When an admission or registration fee is charged, the organization will be charged the Student Organization Room Rental Rate. Exceptions will be made for organizations that order catering for their SUB event and are charging a participant fee only to cover the cost.
- Additional fees may be charged for AV technicians, stage set up, additional staff/staff overtime, additional building hours (hours needed before or after normally scheduled building hours) and other related costs necessary to accommodate the event requirements.

APPEALS PROCEDURE

If a student organization does not agree with the Event Planning Manager's decision on multi-sponsorships or an organization's exemption request, the student organization can file an "Appeals Request". To appeal a decision, CSOs must submit two copies of their appeal in writing to the SUB Administration Office. Appeals should include:

- a. Nature of appeal
- b. Parties involved
- c. Suggested remedy
- d. Contact information

The Director of the SUB will review the decision of the Event Planning Manager when considering an appeals requests made by a student organization. The Director will have a maximum of three (3) business days to review the request and reach a decision. If the student organization does not agree with the decision of the Director, the student organization can file an additional "Appeals Request". The second appeals request procedure will be governed by one of the following committees:

- All appeals requests that are submitted while classes are in session will be governed by the SUB Board Appeals Committee. The committee will have a maximum of seven (7) business days to review the request and reach a decision.

- All appeals requests that are submitted while classes are not in session will be governed by an appeals committee consisting of one (1) individual from the Student Activities Center, the GPSA President or an appointed delegate and the ASUNM President or an appointed delegate. The committee will have a maximum of seven (7) business days to review the request and reach a decision.

The decision of either committee will be final.

PROMOTIONAL/INFORMATIONAL TABLES

The six-foot tables located on the mall level will be reserved only for Chartered Student Organizations and can be reserved, free of charge, three times per week based on availability. If the mall level is completely booked, additional space may be available on the plaza level for student organizations.

Distribution of information and solicitation must be confined to the location designated in the contract and must be staffed at all times by a member of the student organization. With approval, CSOs may sell items for fundraising purposes at their table. (Examples: bake sale or a raffle) See the UNM Event Planning/Scheduling Office for more information and approval. The sponsoring organization shall keep the designated area free of trash and safety hazards and will be held responsible for any damages that are incurred as a result of negligence. No organization shall use walls to display or hang merchandise. The sponsoring organization cannot use any surrounding areas to solicit the New Mexico Student Union's guests. Music and videos with audio are permitted if they are played at a reasonable volume, but must be approved by the Event Planning Manager.

AUDIO-VISUAL EQUIPMENT

The New Mexico Student Union has a limited quantity of audio-visual equipment available for use by any organization that reserves a room within the SUB. However, priority will be given to Chartered Student Organizations on a first-come, first-serve basis. Audio-visual equipment may not be taken from the building or from the assigned room or area at any time. Audio-visual equipment must be requested through the UNM Event Planning/Scheduling Office with the original Room Reservation Contract form.

Audio-visual equipment requests for technical support will be handled five (5) business days (Monday through Friday) prior to the scheduled event. If damage and/or loss of requested audio-visual equipment should occur, the sponsoring organization responsible for the reserved items will be charged accordingly. Charges will reflect the repair or replacement costs.

FOOD AND BEVERAGES

UNM Food (Chartwells) is the sole professional contract food provider in the SUB. UNM Food has the first right of refusal for all on-campus events. This means that CSOs may not bring in outside food into the SUB without explicit prior approval from UNM Food. CSOs may order food and beverages from UNM Catering or SUB food vendors (Satellite, Blake's, etc.).

The UNM Event Planning/Scheduling Office requires a notice of at least seven (7) business days prior to an event. University Catering will do its best to accommodate the needs of all events, however, it is not guaranteed that the service requested will be provided if an order is not placed late. Contact the UNM Event Planning/Scheduling Office for more information about menus and pricing.

PAYMENT FOR SUB SERVICES

CSOs are required to submit an [Internal Requisition](#) to Student Government Accounting Office at least a week in advance. For sponsoring organizations not receiving funding through ASUNM or GPSA, a check in the name of the student organization will be accepted for payment for the total charge estimate and is required no later than three (3) business days prior to the scheduled event. Any outstanding charges due to the Student Union must be paid in full before a sponsoring group will be allowed to schedule future events.

CANCELLATION POLICY

The SUB administration understands that events may need to be moved or cancelled due to unforeseen circumstances. Cancellations must be given to the UNM Event Planning/Scheduling Office at least three (3) business days prior to the scheduled event for meeting rooms; otherwise the sponsoring organization will be considered a “No Show”. If an organization accumulates three (3) “No Shows” during a single semester, the SUB reserves the right to terminate their reservation privileges for the remaining academic year. Additionally, the ballroom reservation is cancelled fewer than 14 days ahead of time, privileges will be revoked for the remainder of the academic semester and the next semester.

DAMAGE TO SUB FACILITIES

If damage occurs in a room or reserved public area or there is a loss of any requested equipment including audio-visual equipment, the organization responsible for the reserved space will be charged. If the cleanup process in the SUB following an event requires more than normal custodial labor or improper application of decorations has occurred, the sponsoring organization will be billed for cleaning charges.

MUSIC POLICY

Amplified music is not allowed in the upper-level meeting rooms. Only soft music is allowed, but requires building manager approval. Amplified music is only permitted in the SUB Atrium from 12pm-1pm with the approval of the UNM Event Planning/Scheduling Office. Music in the Ballrooms must be considerate of other events in the building. Please contact the UNM Event Planning/Scheduling Office for more information.

SIGNS AND DECORATIONS

Signs for events in the SUB may be displayed outside meeting rooms with prior approval from the UNM Event Planning/Scheduling Office. Tape, tacks, nails, or other fastening devices may not be used on walls, doors or windows. Please be assured that all signs placed on doors, glass, and walls will be removed immediately. Additionally, glitter, confetti or open flames, smoke/fog machines are not allowed. If any of these regulations are broken the sponsoring group will be charged a cleanup fee.

For more information on signage and advertisements for student organizations on campus, refer to the Advertising Policy or contact the SUB Marketing Office at 277-2331.

SECURITY

The SUB requires and hires security staff for dances, concerts, weddings, and other events at the expense of the sponsoring organization. The SUB reserves the right to determine, in conjunction

with Campus Police, the number of security staff for each event and will determine whether internal or external security will be used. The security staff is required to be on the premises 30 minutes before the event and remain until the facility is completely cleared for a minimum of 30 minutes after scheduled closing.

CHARITABLE GIVING POLICY

University of New Mexico Chartered Student Organizations, ASUNM and GPSA (and their agencies) in good standing with the University can conduct charitable giving events/drives, upon approval, in the Student Union Building. This policy streamlines the process for any student organization that wishes to promote charitable giving. University of New Mexico student organizations may collect donations in the following methods:

- Donation Drives
- Cash Drives
- Register Donations

All requests must be submitted and approved by the SUB Marketing staff before donations can be collected. Every collection box/bin must include the following information:

- What is being collected?
- Name of organization/charity that will be receiving the donation
- Portion of proceeds/donations that will go to the indicated charity
- Contact information for both the UNM student group conducting the drive and the charity

The Student Union shall not be responsible for any errors or omissions arising from the copy, illustrations or any other materials submitted by the organization.

Charitable giving is subject to the approval of the Director of the Student Union or designee, who reserves the right to refuse any request. A charitable giving request of either the donation drive or cash drive should be placed at least five (5) school days prior to the requested date of display; a charitable giving requests for register donations should be placed at least two (2) weeks (10 school days) prior to the requested campaign start date.

DONATION DRIVES

Donation drives (i.e. book drives, clothing drives, etc.) will be allowed in the Student Union Building:

- Limited to two boxes per charitable giving program/cause. The SUB Marketing Staff will provide the available locations to the organization on a first-come, first-served basis.
- Locations (two boxes at each location):
 - Top of main staircase (middle of the SUB, from plaza level to mall level)
 - Outside of the Mercado (plaza level)
 - South entrance of SUB (mall level)
- Drive boxes may be placed in the approved location for up to two weeks at a time.
- Each organization must provide the box for the donation drive. A member of the SUB Marketing staff must approve the box, complete with the necessary information and size, before it can be placed in the approved area.
- A member of the organization must empty the box at the end of the school week. Collected items not picked up at the end of the reserved time will become the property of the SUB and will be disposed of as necessary.

CASH DRIVES

Groups and organizations are allowed to do a cash drive at a manned table in the SUB. These requests must go through the SUB Marketing Department as per the [Chartered Student Organization Room Rental Policy](#). Cash drives are not allowed in front of retail outlets.

REGISTER DONATIONS

Register donations (where paper tokens are sold on behalf of a Chartered Student Organization (CSO) with the specific intention to donate the proceeds to the CSO's specified charity) will be allowed in the Student Union Building:

- Register donations are limited to no more than two (2) weeks collection duration; four (4) weeks will be scheduled between each register donation campaign (this includes Spring Break and Fall Break); not to exceed 3 donation campaigns per semester; organizations are limited to one (1) register donation campaign per academic year.
- Vendors will participate on their own volition – not every vendor may choose to participate in each approved campaign.

Requests must be submitted no later than two (2) weeks in advance to the requested campaign start date and can be submitted up to one semester prior to the requested campaign start date. Every request must include the following information:

- Name of charity to which the donations will be given and an overview of the charity;
- Specific name of the recipient (how the check should be made out) and their contact information;
- Artwork for the proposed paper token must be submitted to, and approved by, the SUB Marketing Staff before the requested campaign start date

At the end of the donation drive period, SUB administration will issue a check to the organization who sponsored the drive. Failure to adhere to the aforementioned policy will result in revoked privileges for charitable giving. *The Student Union Building accepts no responsibility for theft, damage, or vandalism.*

DEPARTMENT CONTACT INFORMATION

ASUNM

SUB Suite 1016
(505)277-5528
asunm@unm.edu
asunm.unm.edu

Classroom Scheduling (Registrar)

Mesa Vista Hall, Suite 1035
(505) 277-4336
schedule@unm.edu
unm.edu/~schedule

Dean of Students Office

UAEC Room 281
(505)277-3361
doso@unm.edu
dos.unm.edu

Facilities Management

Service Building, Suite 116C
(505) 277-2421
fm.unm.edu
roylen@unm.edu

GPSA

SUB Suite 1021
(505)277-3803
gpsa@unm.edu
gpsa.unm.edu

Health Sciences Center Administration

2500 Marble NE, 3rd floor
megbateman@salud.unm.edu
hsc.unm.edu

IT

802 Yale NE
(505)277-5757
it.unm.edu

Johnson Field Reservations

ems.unm.edu

Lobo Lair

SUB Rooms 1022-1065 (1st floor)
(505)277-2331
subspc@unm.edu
sub.unm.edu/forstudentsbystudent/lobolair

Office of Equal Opportunity

609 Buena Vista Dr. NE
(505)277-5251
oeounm@unm.edu
oeo.unm.edu

Outdoor Space Reservations

ems.unm.edu

Parking & Transportation Services

2401 Redondo Dr. NE
(505)277-1709
parktran@unm.edu
pats.unm.edu

Recreational Services

Johnson Center
(505)277-0178
recsvcs@unm.edu
recservices.unm.edu

Safety & Risk Services

1801 Tucker St. NE
(505) 277-2753
srsweb@unm.edu
srs.unm.edu

Student Activities Center

SUB, Suite 1018
(505)277-4706
sac@unm.edu
sac.unm.edu

Student Government Accounting Office

SUB, Suite 1018
(505)277-7888
sgao@unm.edu
sgao.unm.edu

Student Special Events (ASUNM)

SUB Suite 1064
(505)277-5602
sse@unm.edu
sse.unm.edu

Student Union Building Administration

SUB Suite 3020
(505)277-2331
sub@unm.edu
sub.unm.edu

Student Union Building Event Planning

SUB Suite 1094

(505)277-5498

subevent@unm.edu

sub.unm.edu/event-planning

UNM Food (SUB Catering)

Suite 1077

(505)277-1362

food@unm.edu

food.unm.edu

UNM Foundation

700 Lomas NE, Suite 108

(505)313-7600

marcom@unmfund.org

unmfund.org

UNM Police

2500 Campus Blvd. NE

(505)277-2241

police.unm.edu

Webmaster

(505)277-4932

webmaster.unm.edu