

# Checklist of Information to Re-Charter an Organization

- The names of at least two officers to add to the member list
- The names (up to 4) of people who can check out rooms in the SUB for the group
- Updated contact information for the group (phone & email)
- Updated information for the advisor (see below how to get it easily)
- Updated Constitution & Bylaws (electronic form) if it changed from last year
- Any other items that need updating if changed from last year (Purpose, Category, Logo, Website, etc)

Full Check List for Re-Chartering:

( \* ) Means the information in the system will be held over from previous year

## Mandatory Group Info:

\_\_\_ Know what the primary category your organization would like to be listed as for search purposes.

Available options are: Academic & Departmental, Ethnic/ Cultural, Fraternity, Graduate, Honorary, Military, Political, Religious, Residence Hall, Service, Sorority, Special Interest or Sport/Recreation \*

\_\_\_ A statement of the purpose of your organization that is 300 words or less \*

\_\_\_ The organization's email address. If your organization does not have an email, you can fill out a form to request one with the Student Activities Center. If you don't have an email address you must supply the email address to one of your officers to receive important information concerning your organization.

\_\_\_ One phone number that can be used as a point of contact for your organization.

\_\_\_ The address where your organization receives mail. Know the complete address including MSC if a campus address. Groups who do not currently have a mailbox in the Student Activities Center or Lobo Lair, may apply for one on the registration form

\_\_\_ The name and officer positions of all officers of the organization \*

\_\_\_ The names of at least two individuals your organization authorized to schedule rooms in the Student Union Bldg \*

\_\_\_ Determine the membership composition of your organization; undergraduate, graduate or a combination \*

\_\_\_ Determine how students may join your organization's membership list online. Open Enrollment (students will be immediately added to your groups member list when they apply), Approve Applications (an application will be forwarded to your admin and they are added to the membership list on the admin's approval) or Invitation Only (only your admin may invite people to join and if they accept, they are added to the membership list.) \*

\_\_\_ Review the current electronic version of your Constitution and Bylaws available to attach to this form.

**Mandatory Advisor Information:** (Easy access to this info at [directory.unm.edu](http://directory.unm.edu) type in Advisor's Name, Click on it - all the below info is right there!)

\_\_\_ Your advisors name

\_\_\_ Your advisor's affiliation; faculty or professional staff

\_\_\_ Your advisor's job title and the UNM department

\_\_\_ Your advisor's mailing address, (including MSC) and their physical office location

\_\_\_ Your advisor's email address and phone number

## Optional Group Information:

\_\_\_ The nickname/acronym your organization would like to be known by \*

\_\_\_ A secondary category for search purposes \*

\_\_\_ The dues/fees your organization charges members \*

\_\_\_ The organization's website (we strongly recommend this information be listed on your charter form) \*

\_\_\_ Additional officers beyond the required two officers\*

\_\_\_ Your organization's logo \*

\_\_\_ Your organization's meeting information \*

\_\_\_ Links to important website relevant to your organization \*

Other documents relevant to your organizations; membership applications/renewals, event fliers, financial forms, etc