



Student Organization Re-Registration Form Student Officer Update

Revised 12/05/05

Update Student Organization E-mail _____ E-mail Thank You _____
Update spreadsheet _____ Update website _____

A registered student organization is responsible for updating the Office of Student Activities and Organizations of any changes in officers within ten university working days from the day in which the change occurs. This form should be completed as a part of registration. All registration materials should be completed and submitted to Office of Student Activities and Organizations, Campus Union Building Room 104, Station 39, (505) 562-2242.

President

Student Organization Name: _____
Date: _____

Please complete the following by typing or printing clearly. If you need additional space, please follow the same format on a separate sheet of paper.

President (required)

Name: _____ Office held: _____

Local Address: _____

Local Phone Number: _____ Permanent Phone Number: _____ (Zip code)
Treasurer

Permanent Address: _____

E-mail Address: _____ (Zip code)

Signature: _____ Date: _____

Treasurer (required)

Name: _____ Office held: _____

Local Address: _____

Local Phone Number: _____ Permanent Phone Number: _____ (Zip code)

Permanent Address: _____

E-mail Address: _____ (Zip code)

Signature: _____ Date: _____

Other Officer

Name: _____ Office held: _____

Local Address: _____

Local Phone Number: _____ Permanent Phone Number: _____ (Zip code)

Permanent Address: _____

E-mail Address: _____ (Zip code)



www.enmu.edu

Student Organization Re-Registration Form

Advisor Update

Faculty/Staff Advisors for Registered Student Organizations

Advisors are full-time Eastern New Mexico University employees who want to make an additional contribution to the greater campus community. They are central actors and keys to organizational success. Please submit any advisor changes (update from group and resignation letter from advisor) within ten working days to the Office of Student Activities and Organizations, Campus Union Building Room 104, Station 39, (505) 562-2242.

Recommendations

- Ensure that the registered student organization follows guidelines for registered student organizations including university policies and procedures stated in the Student Affairs Handbook, departmental and national policies and procedures, and local, state and federal laws.
- Ensure that the registered student organization works toward its designated purpose and follows its constitution and by-laws.
- Ensure that the membership recruitment, intake, and orientation of the registered student organization are in accordance with all university, department and national policies and procedures, and local, state, and federal laws.
- Monitor financial accounts of the registered student organization involving university funds and be aware of appropriate procedures to access the financial resources.
- Serve as a knowledgeable campus and community referral and resource for the registered student organization and its officers.

Full-time Faculty/Staff Advisor

Student Organization Name: _____

Name: _____ Office Phone Number: _____

Department: _____ Office Station Number: _____

E-mail Address: _____ Faculty: _____ Staff: _____

Advisor Signature: _____ Date: _____

Additional Advisor/Coach

Student Organization Name: _____

Name: _____ Office Phone Number: _____

Department: _____ Office Station Number: _____

E-mail Address: _____ Faculty: _____ Staff: _____

Advisor Signature: _____ Date: _____

