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Affiliation with Local/State/ National Organization

A registered student organization may be affiliated with a local, state, or national organization. Please provide the following information if your organization is affiliated with another organization. The constitution and by-laws of this organization needs to be included with your registration materials.

Organization Name: _____ Phone Number: _____

Address: _____

E-mail/Web Address: _____

Additional Information

Number of active members: _____ Month of officer elections: _____ Amount of membership dues: _____

Verification of Information

The student organization registration process has been developed to give the university community an accurate listing of the active student organizations on campus. Registration does not mean the university supports or adheres to the views held, or the positions taken by registered student organizations. Student organizations assume sole responsibility for debts and financial obligations. In order to maintain registered status, student organizations must submit to the Office of Student Activities and Organizations any changes in officers, advisors, or documents within ten university business days. Student organizations must conduct their affairs in accordance with the constitution and by-laws on file.

The request for records and information related to registered student organizations at Eastern New Mexico University will comply with the Family Educational Rights and Privacy Act of 1974, as amended, commonly known as the Buckley Amendment. Information included on this form and other required forms in the student organization registration materials are considered in the public domain and may be released as directory information.

The signatures below indicate that all have read and understand the above information.

President's Name: _____ Signature: _____ Date: _____

Faculty/Staff Advisor's Name: _____ Signature: _____ Date: _____

New or Re-Registration Verification (office use only)

Student Activities and Organizations authorization: _____ Date: _____

ASENMU, Student Government Affirmation: _____ Date: _____



New Student Organization Registration Form

Student Officer Information

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.

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: President

Local Address: _____

(Zip code)

Local Phone Number: _____ Permanent Phone Number: _____

Permanent Address: _____

(Zip code)

E-mail Address: _____

Signature: _____ Date: _____

Treasurer (required)

Name: _____ Office held: Treasurer

Local Address: _____

(Zip code)

Local Phone Number: _____ Permanent Phone Number: _____

Permanent Address: _____

(Zip code)

E-mail Address: _____

Signature: _____ Date: _____

Other Officer

Name: _____ Office held: _____

Local Address: _____

(Zip code)

Local Phone Number: _____ Permanent Phone Number: _____

Permanent Address: _____

(Zip code)

E-mail Address: _____

Other Officer

Name: _____ Office held: _____

Local Address: _____

(Zip code)

Local Phone Number: _____ Permanent Phone Number: _____

Permanent Address: _____

(Zip code)

E-mail Address: _____



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Advisor Information

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: _____



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Mailbox Application

Please fill out this form if you would like to use the Office of Student Activities and Organizations (Station 39) as your organization's mailing address. All mail will come to our office and our staff will distribute it appropriately. You may check your mail between 8 a.m. and 5 p.m. Monday through Friday. Any correspondence your organization receives can be addressed as follows:

Name of Organization
ENMU Station 39
Portales, NM 88130

President's Signature: _____ Date: _____

Name of Organization: _____

Assigned Box Number: (office use only) _____