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Student Government Association

**UNM-Taos Chartered Organizations**

 **Getting Started**

The UNM-Taos Student Government is the agency responsible for chartering the clubs and activities that benefit our student body. Chartering is the first step in a simple process that will give your club access to some UNM-Taos facilities and equipment, free publicity and support, eligibility for startup funds, and overall guidance. Chartering is not an endorsement per se of your organization and its goals, but rather an official recognition of the value of extracurricular activity in the lives of our students.

**Contacting your student government:** UNM-Taos Student Government is made up of nine senators, all of whom can assist you in getting started. In general, to complete the process, you will need:

* The name of the organization
* Mission statement
* The officers of the organization (president, vice president, secretary/treasurer at a minimum)
* The names of members (a minimum of three including officers)
* Contact information for your organization
* The name and contact information of your advisor (must be either faculty or staff at UNM-Taos)
* Copy of constitution and bylaws signed by advisor verifying that the club will abide by generally accepted parliamentary procedures, provide open access to all meetings, ensure membership to all interested parties without regard to race, gender, ethnicity, national origin or disability, and abide by all the rules and regulations of UNM and UNM-Taos. A template will be provided in order to facilitate the preparation of these documents.

Fill out the pre-chartering form, contact UNM-Taos Student Government and request to be put on the agenda. This will allow for extended discussion, although no action will be taken at that meeting. You may also request to speak in the public forum of any non-executive meeting, but your time will be limited to five minutes.