Club Packets

Requirements:

1. Charter Form(A1)
   a. Advisor
   b. 3 Executive Positions
2. 15 members(A2)
3. Inventory(A5)
4. Budget Cover Letter
5. Budget Form(A3)
6. Constitution

All forms and paperwork can be found on the official SGA website under “Forms”.
How to fill out the Club Charter Form (A1)

Requirements

- Three Official Officers (at least one of which must be an undergraduate)
- Advisor
- Club emails must be an @npe email address
  - Unofficial emails will not be accepted and your club may miss out on important information.

To get an npe email, send an email to help@nmt.edu with your club account number. If you do not know your account number, email the Vice President or CFO at sgavp@npe.nmt.edu and sgacfo.club@npe.nmt.edu and they will provide you with your club’s account number or the steps to get an account set up.
The Club Roster form and how to fill it out.

Include Club Name and Date

Name of club members

Club Members Student Email

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Email</th>
<th>CS Box</th>
<th>Grad/Undergrad</th>
<th>Signature (required)</th>
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Inventory List

List all items owned by the club, do not include personal items that the club is using.

If you buy something with club funds it is now property of the club.

For new clubs, this form can include the items thought to be required, just be sure to include all pricing in the budget as well.
Budget Cover Letter

Used to explain to the financial committee why you are requesting the budget you are requesting.

Can be done as a bulleted list, or as a few paragraphs explaining the needs for each item.
# Budget

This form is where you list any and all expected expenses for the semester.

List items by priority highest to lowest priority.

The budget you request is not guaranteed to be accepted. All budgets are reviewed by the Financial Committee and your club will be told the amount you are approved for.

Be as specific as possible. This will help the committee understand exactly what you need.

### Club Name: SGANMIMT Club

### Term: Semester

<table>
<thead>
<tr>
<th>Item (highest to lowest priority)</th>
<th>Quantity</th>
<th>Price Each</th>
<th>Total</th>
<th>Approved $</th>
<th>Note</th>
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<tbody>
<tr>
<td>Drone Kits</td>
<td></td>
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<td></td>
<td>$1250</td>
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<tr>
<td>Pizza, Ice cream, social</td>
<td></td>
<td></td>
<td></td>
<td>$520</td>
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<tr>
<td>Incentive for workshops</td>
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### General Operating Costs Detail (TCC printing, etc.)

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<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price Each</th>
<th>Total</th>
<th>Approved $</th>
<th>Note</th>
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### Summary of Fund Allocation

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<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price Each</th>
<th>Total</th>
<th>Approved $</th>
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<table>
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<tr>
<th>Grand Total</th>
<th>$2210</th>
<th>Total Valid Endorsements</th>
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<tr>
<td>Less Amount to be Reallocated from Previous Term</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Grand Total</td>
<td>$</td>
<td>Total new $58 Allocated</td>
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Constitution

The constitution is a requirement for all clubs to submit when submitting their club packet.

The constitution should be written (typed) with the intent of providing a guideline or set of detailed instructions for future members to understand how to run the club. Things to include,

- How to vote in club elections
- How to run club events
- Purpose of the club
- Any and all club rules
IEE CONSTITUTION
New Mexico Institute of Mining and Technology
Fall 2019 Revision

Article I: Name and Purpose

Sec. 1 This organization shall be known as the New Mexico Tech Institute of Electrical and Electronics Engineers (IEEE) branch and/or the New Mexico Tech IEEE club.
Sec. 2 The purpose of IEEE will be the dissemination and sharing of knowledge and experience through the theory and practice of all aspects of electrical and associated engineering fields, as well as enhanced student professional development.
Sec. 3 The organization and operation of the branch shall be in accordance with the constitution and bylaws of IEEE.

Article II: Membership

Sec. 1 Full IEEE membership (national) shall be limited to undergraduate and graduate students at New Mexico Tech, who are taking at least 50% of a full-time academic program. Faculty and staff who are (national) IEEE members shall be granted membership in the branch.
Sec. 2 Club membership shall be limited to any undergraduate and graduate students at New Mexico Tech.

Article III: Dues

Sec. 1 Membership in the IEEE branch is based on being a national IEEE member.
Sec. 2 New Mexico Tech IEEE branch membership does not require national IEEE membership and, therefore, no dues are required.
Sec. 3 The Executive Committee of the Branch shall have the power to levy special assessments upon endorsement by a two-thirds vote of the membership of the Branch.

Article IV: Officers

Sec. 1 The officers shall include a Chair, Vice-Chair, Secretary, Chief Financial Officer, Activities Director, and Peer Mentoring Coordinator.
Sec. 2 To be eligible for office, a student must be a IEEE branch (national) member, a regular participant in IEEE affairs, and be in good standing.
Sec. 3 The term of office will be one year.
Sec. 4 Election of officers for an academic year shall take place before the last meeting of the previous academic year.

Article V: Executive Committee

Sec. 1 The management of affairs of the Branch shall be in the hands of the Executive Committee, consisting of the duly elected officers of the Branch and the Advisor appointed by the IEEE. The Chairman of the Branch shall be Chairman of the Executive Committee.
Sec. 2 The Executive Committee shall be the governing body of the Branch and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditures, etc.

Article VI: Duties of the Officers

Sec. 1 The Chairperson shall preside at all meetings of the Branch. He/she shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.
Sec. 2 The Vice-Chair shall be in charge of setting up activities and will fill in for the Chair if he or she is unable to attend a function.
Sec. 3 The Secretary shall keep a record of activities of the branch club and shall record the number of attendees at each function. The Secretary shall carry on all other communications necessary to the activity of the branch club. The Secretary is responsible for recording and distributing meeting minutes.
Sec. 4 The Chief Financial Officer shall be in charge of managing the IEEE Tech Branch affairs, submitting a budget and final expenditure report, and all other duties involving club and/or branch funds in accordance with the Constitution and the bylaws of the IEEE.
Sec. 5 The Activities Director shall be in charge of setting up activities in accordance with the Constitution and the bylaws of the IEEE.
Sec. 6 The Mentorship Program Coordinator shall be the primary organizer, speaker, and contact for EEE-related student outreach events. He/she shall serve as the liaison between IEEE, the EEE department, and the EEE Mentorship Program.
Sec. 7 A complete annual report shall be submitted by the Chairperson and the Chief Financial Officer at the last regular meeting of the year, and shall be forwarded by the Chairperson of the Branch Secretary to the IEEE Manager of Student Services, upon certification of the Counselor.

Article VII: Meetings

Sec. 1 This organization will hold regular and special meetings/activities as designated by the Executive Committee with a minimum of one per month.

Article VIII: Conflict Resolution

Sec. 1 In case of a conflict between the members and officers a meeting will be held as soon as all parties are available. This meeting will be mediated by 2 IEEE officers not involved in the conflict and an appropriate solution will be determined. The meeting should not take longer than 1 hour.
Sec. 2 If the conflict cannot be resolved during the time, another meeting will be scheduled to attempt to resolve the conflict.
Sec. 3 A resolution can be, but is not limited to, temporary suspension from activities, no personal communication from the club, arm wrestling, temporary suspension from meetings.
The three different club standings along with the requirements to maintain the appropriate standing.

**Good Standing**
Default Standing for all new clubs

**Probationary**
For not following requirements, clubs are then placed on probation the following semester.

**Bad Standing**
If clubs still do not follow requirements, they will then be considered in bad standing.
Requirements to Maintain Good Standing

1. Volunteer Hours
   a. 12 Hours required (may change in spring semesters)
   b. Any volunteer event in socorro county (provide contact information).
   c. Must be submitted by end of semester.

2. Club Packet
   a. Must be turned in by due date (February 14th for Spring 23)
   b. Must be complete and fully legible
   c. Must not be destroyed in any way
   d. If above requirements are not met, club will not be considered at all that semester.

3. 15 Members
   a. Less members will be considered an associate club
      i. Associate clubs are limited to a $300 budget, one senate bill, and one event grant

4. Follow up on Bills
   a. Clubs will be required to submit a report to the senate after receiving money from a bill which shows how the money was used. Failure to do so will result in Probationary status
All clubs have the right to submit bills or grants to the Senate.

### Bills

- Ways for clubs to request funding from the SGA outside of Club budget
- Due Thursday before the meeting they will be presented at
- The senate will discuss and vote on the bill being presented
- The senate has the right to amend the bill as they wish if they see an issue in the bill as presented.
- Clubs must send at least 1 representative to defend the bill before the senate.

### Event Grants

- One time payments for an event
- Due five days before the event is to take place
- Must be signed by Vice President and President
Extra information from administration

Tech Calendar and Guidebook

- Please submit approved events to the Tech calendar and to the NMT Events guidebook

Travel and Pcard Procedures are being updated and will be sent out soon

Special Event Request Form

- All events must be approved and confirmed before the event
- Submit events through the NMT Activity and Special Events form
- Committee requires three business days notice
- Clubs that do not follow guidelines or hold unapproved events will face disciplinary action
SGA is offering technician training to interested students.

Only SGA approved technicians are going to be allowed to operate the booth. Failure to comply will result in disciplinary action against that club(s) and/or student(s).

To reserve the SAC you must first be recognized as a student organization and fill out the rental form on the auxiliary services web page.