Student Club Handbook

Table of contents

Introduction

This handbook was created to streamline various processes that organizations follow to establish an organization, receive funding, plan and promote events, receive materials from staff members, and other common situations.

As a student leader, you are responsible for understanding the institution's policies and acting in good faith when you are managing your organization's resources.

The Student Organization Handbook is brought to you by
Student Leadership and Engagement
Fidel 262
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Student Government Association
Fidel 174

The Office of Student Leadership and Engagement strives to foster an environment where students can enhance their leadership skills and engage in their personal development.

The Student Government Association (SGA) exists to facilitate the improvement of our campus by communicating student concerns to the administration. We also host many events for student enjoyment, including the 49ers and Spring Fling weekends. Additionally, we help fund on-campus student organizations like the Taco Club, IEEE, Tea Club, American Society of Mechanical Engineers, and Physics Club. The SGA is always open to suggestions and encourages students to come forward about any issues they are having. Questions and concerns can be directed to the SGA President or Vice President

Every student at New Mexico Tech is a member of the Student Government Association, and are entitled to the benefits provided by the SGA. Come visit us in Fidel 174, across from the bookstore.

This document states the rules and regulations for chartering and holding clubs through the SGA at the New Mexico Institute of Mining and Technology. Students involved in clubs shall be held to the Student Code of Conduct in all activities, including clubs. The SGA Club Advisory Committee and Dean of Students shall hold responsibility for the contents of this handbook.

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Choosing an organization

NMT has a wide variety of organizations for students to join, including academic-focused clubs, student government, social, special interest, and everything in between. By being a member of a student organization, you will learn skills like leadership, organization, teamwork, delegation, time management, self-awareness, creative problem solving, and more. When deciding which organization to join, consider your interests, time commitments and what the organization offers. At the start of each semester, NMT hosts a student organization fair, so students can see what each organization offers and become a member. Active membership in NMT-recognized clubs/organizations is limited to degree-seeking students currently enrolled at New Mexico Tech.

Registering a Club

The authority to charter SGA and Associate Clubs shall rest with the SGA Office of the Vice President. Any club that has submitted its packet and been approved will be considered an official club. Student clubs that are registered with NMT's Student Government Association (SGA) can take advantage of renting SGA-owned equipment, get free advertising through the school newspaper Paydirt, receive money in the form of a semesterly budget, and submit bills to be approved for additional funding for conference or competition travel and club events.

There are two types of student organizations recognized by the SGA, full clubs and associate clubs. Associate clubs are recognized by the SGA and can take advantage of all aforementioned benefits, but are only provided a semesterly budget of $300. Associate clubs have a minimum of five members and full clubs have a minimum of fifteen members. Sports

Clubs are not registered through the SGA, they are instead chartered, governed, and primarily funded by the Recreation and Wellbeing Department. Sport Clubs can still put in Event Grants or Senate Bills but cannot register for an SGA budget.

Student organizations must register at the beginning of each semester. Registration can be found on techConnect and includes a club roster form, a club budget form with accompanying cover letter, a constitution, a brief club description, and an inventory of all items. Associate Clubs are exempt from submitting a club budget form during registration, as they only receive $300. Club Packets shall be due no more than one month from the first day of the semester or two weeks after the SGA Club Meeting (whichever is later).

If there is interest in starting a new student organization, please contact the SGA Vice President first. This club may have existed in the past, and the SGA Vice President may be able to find records and other information to help with the reformation of the organization. Any club questions or concerns should be directed to the SGA Vice President and Club Advisory Committee.

Volunteer Hours

For a club to remain in good standing with the SGA, club members are required to complete volunteer hours. To determine how many hours your organization must complete, multiply the member count by two-thirds, rounding to the nearest hour with a minimum of 10 hours. Exceptions can be made for associate clubs. These hours can be completed on or off-campus. It is up to the organization to determine how to divide up the hours.

Students can not be paid for their volunteer work. Volunteer hours count for one full hour if completed at a New Mexico Tech event or in the Socorro County limits, and for a half hour if completed outside of NMT and Socorro County.

Failure to complete and submit a club's volunteer hours on time can result in the club being put on probation for the following semester.

Clubs concerned they will not meet their service-hour requirement are advised to complete the service-hour reduction form which can be found on techConnect. This is primarily designated for clubs that do not have many active members but provide a community service to the other non-active members. An example of this is Tea Club, which provides tea for the campus community.

Standing

Club Standing carries over till the next registration period unless the SGA Senate or the Club Advisory Committee votes to change the club's status. For example, a club that registered in Probation in the Spring semester will still be in Probation until their club packet is approved in the Fall semester. Status does not transfer over if a club is coming out of inactive status.

Good Standing: A club in Good Standing has (a) a complete club packet, (b) completed and logged their required volunteer hours for the prior semester, (c) acted in good faith, AND (d) neither held nor advertised unauthorized events since the beginning of the current semester. Clubs in Good Standing shall have no limit to the budget they may apply for, nor a limit to the number of SGA Senate Bills or Event Grants they may apply for. Clubs in Good Standing may host club events so long as they are permitted by NMT Events and Auxiliary Services.

Probationary Standing: A club in Probationary Standing has a complete club packet, AND (a) late or incomplete volunteer hours from the prior semester, AND/OR (b) held or advertised one (1) unauthorized event in the current semester. Clubs in Probationary Standing are limited to $300 on their budget application, may only submit one (1) Senate Bill and zero (0) Event Grants per semester, and are NOT permitted to host significant club events. Clubs can host club meetings. Significant club events are any events outside of the normal club meetings. Clubs may be voted out of Probationary Standing and into Good Standing by a normal majority of the SGA Senate or the Club Advisory Committee. Clubs may be demoted to Probationary Standing by a normal majority vote of the Senate. During this vote, proper terms and consequences will be given to the offending club. Clubs will receive ONE written email with a warning before they are placed into probationary standing.

Bad Standing: A club in Bad Standing has (a) an incomplete or missing club packet, (b) no volunteer hours from the prior semester, (c) has held or advertised two (2) or more unauthorized events in the current semester, (d) acted in bad faith OR (e) suffered gross mismanagement. Clubs in bad standing shall not have access to their account, shall not have significant club events, and shall be taken for review by the SGA Club Advisory Committee, the results of which will be determined by the Committee and may include officer dismissal and/or dissolution of the club for the remainder of the semester. Clubs can hold only officer meetings, they cannot host significant events or regular club meetings. Clubs may be demoted to Bad Standing by a normal majority vote of the Senate. During this vote, proper terms and consequences will be given to the offending club.

Budget and Funding

Clubs are expected to manage their own budget. After the CFO and Financial Committee inform clubs about their budget for the semester, they may request a full budget total from the CFO, including their past balance and SGA contributions. The Club officers are responsible for delegating the budget and ensuring the club does not overspend. It is recommended that clubs elect an officer specifically to manage the finances. Mismanaging of finances can cause a club to be placed into Probation or Bad Standing. Clubs may submit a budget twice a year, once in the Spring and once in the Fall. Clubs may seek funding outside their budget by submitting a bill to the Senate, hosting a fundraiser, or submitting an event grant. If awarded any portion of the requested funding, the club must return and present to the Senate within two (2) Senate Meetings from the date the funding was used. This presentation will demonstrate that the money was used in good faith, tech swag was worn, and money was used for the benefit of NMT/the club. Only Event Grants are exempt from this requirement.

Bills: Senate bills must be turned in two business days prior to the SGA meeting they wish to be presented at. Blank bills can be found on the SGA web page, techConnect page, or physical copies are available in the SGA office. The form must be submitted either to the Vice President directly or on the techConnect page. Bills should be as detailed and truthful as possible. Any questions about bills should be directed to the SGA Vice President or CFO. Failure to appear before the Senate to present the bill will result in the bill being tabled until a representative comes to defend the bill. Any money granted through club budget, event grant, or bill that is not used by the club returns to the SGA.

Event Grants: Event grants should be submitted no later than five business days before the event. Event grants should be submitted either physically or electronically on techConnect. The CFO and Vice President oversee and approve event grants on the advice of the Club Advisory Committee and the Financial Committee. Event grants may only be used for on-campus events which are open to all students and may only be granted up to 300 dollars in budget.

Advising

All student clubs are required to have an advisor. Advisors must be a full-time staff or faculty member and be able to do the following
- Confirm that all SGA chartering requirements are met
- Ensure that the club is meeting all service hour requirements
- Ensure that the club members are maintaining the club's page on techConnect
- Ensure that club officers are keeping organized records of all club meetings and financial data
- Assist with the assessment and improvement of club meetings and programming
- Develop and maintain a knowledge of NMIMT policies and procedures
- Attend meetings and club events as needed by the club

- Interpret the club's constitution
- Mediate conflict between members of the club

It is best practice for an advisor to present solutions to identified problems and encourage the club members to decide what is best for the club.

Student Leadership and Engagement is willing to meet with advisors to discuss topics including but not limited to event planning, campus policies and procedures and mediation strategies

If an advisor resigns from their position in the club or at NMT, the club must inform the SGA within two weeks (14 days) of finding out. The club then has an additional two weeks to find a replacement advisor. The SGA is willing to help find a replacement advisor, but advisor selection must remain in compliance with the club's constitution.

A staff or faculty member may advise more than one club. In the event that there is a conflict between two or more clubs that are advised by the same person, the advisor should abstain and endorse another staff or faculty member to help resolve the conflict.

Procurement Card

Sometimes, a student organization representative may need to go to local stores such as Walmart or Dollar General to get supplies for an event. To get the school's card, known as the PCard, a student should fill out the PCard request form found on the SGA's techConnect page under Forms. PCard requests must be submitted at least **three business days in advance** of the purchase.

Before requesting the PCard, please ask yourself the following questions.

- Does my organization have the funds for this purchase?
- Can a staff member place this order?
    - If yes, please send Student Activities Coordinator a list of the items, quantity and where to purchase from via email.
    - When ordering items to be delivered, please allow extra time for shipping. In the event of a shipping delay, we will ask the student if they would like to wait for the item to come, or if they would like to order a replacement item.
- What kind of purchase will this be?
    - Food
    - Gifts/Giveaways/Prizes
    - Hotel and travel
    - Other

Student organizations may use their personal money to purchase items for their organization and be reimbursed by NMT, up to $100. The reimbursement form is to be completed by the SGA's Chief Financial Officer and the form, including the original receipts, can be submitted to the cashier's office.

The limit for a transaction on the PCard is $1,000. You may never split a transaction to stay under the limit. If you plan to make a transaction over $1,000, you must notify Student Activities Coordinator **at least three business days in advance** so the proper paperwork can be completed.

When shopping, you must select the lowest-priced item without compromising quality. When you are finished shopping, you must use a cashier, never self-check out. NMT is a tax-exempt organization, and you will be provided with a tax-exempt card when you pick up the PCard. Show the cashier the tax-exempt card **before** they begin to scan your items.

The following items may never be purchased on the PCard. Please note this is a non-exhaustive list. See the PCard Policy on the Purchasing Office's website for the full list.

- Animals
- Alcohol
- Ammunition and weapons
- Cash withdrawals or Travelers' Checks
- Donations
- Items on eBay or other online auction sites
- Gift Cards
- Gas or fuel
- Internal services like facilities, ITC, bookstore or golf course
- Key duplicating
- Late fees
- Memberships
- Prescription drugs and controlled substances
- Products or services for personal use
- Telephones, including cell phones
- Travel via first class or other upgrades

Once the purchase has been completed, return the card on time so other students can use the card. The return time will be discussed upon card pick-up. You must return the PCard at the agreed-upon time so that other students can use the card. Receipts must be included when returning the PCard.

Please be aware that the funds available for students on this card are provided by the state of New Mexico. Improper use of funds and this PCard is a violation of NMT's policies, as well as the state's policies.

If a student misuses the PCard in any way, including but not limited to failure to submit receipts, late return, purchasing items on the prohibited item list, and overspending of funds,

consequences can range from temporary suspension of PCard privileges to sanctions outlined in Section 12 of the Student Handbook.

Fundraising

To host a fundraiser, student clubs must apply to fundraise and receive permission from the SGA Vice President. The form is linked here and can be found on the SGA's techConnect page under Forms.

Under the New Mexico Bingo and Raffle Act, N.M. STAT. ANN. § 60-2F-26 (1978), individual units of the University and student clubs may hold up to four fundraising raffle or bingo events within a calendar year, and up to one raffle or bingo event within any three consecutive calendar months. The number of raffles or bingo events must be kept within these limits to preserve an exemption from the Bingo and Raffle Act's licensing and permitting provisions. Raffle tickets are not tax-deductible as charitable contributions, except in the rare circumstance when the amount charged for a drawing exceeds the value of the top prize. When raffle winnings equal or exceed six hundred dollars ($600), raffle organizers should notify the Taxation Department to discuss the IRS reporting and tax obligations of the University, which may include the need to issue an IRS Form 1099.

All club fundraising efforts must be conducted through the university's cashier's office. Online donations must be submitted through Touchnet. Other online vendors (e.g., Venmo) are not allowable. To have a Touchnet account created for collecting donations, email the Bursar's office at bursar@npe.nmt.edu to get started.

Cash donations must be given to the Cashier's Office within two business days of the end of the fundraiser. You will need to provide your club fund number to the cashier when you deposit the money.

Student clubs cannot charge for entry or admission to an event; however, they may charge for goods or services at the event. For example, a club is hosting a dance. They cannot charge admission fees to attend the dance, but they can charge for brownies at the dance.

Awards and Prizes

The awarding student club must complete and submit the Awards and Prizes form if the award is in cash, a cash equivalent, or tangible personal property in any amount.

If the award is a payment in the form of a check, then the awarding department must complete the Award or Prize Form, as well as a Direct Payment form, and provide documentation supporting the award.

Accounts Payable will record receipt of Award or Prize Forms and route for approval of issuing by the Controller or Assistant Controller. Payments to Non‑Resident Aliens (NRAs) are forwarded to the Compliance Office to review taxable status. The documents are then routed to Payroll for review to determine if the recipient is an employee. If backup withholding is required and the recipient is not an employee, Accounts Payable will withhold the appropriate amount. Cash and cash equivalent awards to non‑NMIMT recipients and students not currently employed over $600 in any calendar year will result in the issuance of a 1099‑MISC at year's end.

Vendors

Students may **never** contact a company under any circumstances. They may research and compare options. When a student is ready to receive a quote or communicate with the company, students must contact Student Leadership and Engagement to initiate communication.

Student Travel

Student organizations may travel off-campus for things including but not limited to service opportunities, conferences and competitions. When a student organization would like to travel, the following policies and procedures must be followed.

Students must complete a Travel Request form that can be found on the Travel Office's website and on the SGA's techConnect page under Forms. Splitting the expenses among more than one traveler will not be allowed. The group must comply with all other applicable regulations, policies and procedures.

Allowable reimbursement will be limited as it would be for each individual traveler per the NMT Travel Policy based on actual lodging and meal per diem. Reimbursement to the faculty/staff person will require detailed receipts for all lodging and meal expenses to be attached to their Travel Reimbursement Request. This group procedure will address meals and lodging expenses. All other expenses will be reimbursed in accordance with the NMT Travel Policy.

Clubs can request additional funding from the SGA through a Travel Bill. Information on how to write a bill can be found on page 10. Please note that the SGA does not reimburse or fund food or meal expenses. When traveling, make sure to collect original, detailed receipts for all other expenses.

Request

The Travel Request form must be completed regardless of whether or not reimbursement from NMT is requested. This form serves as evidence that the traveler is in approved official NMT business and is thereby covered for liability under NMT's agreement with the State of New

Mexico General Services Risk Management Division. Every traveler must complete a travel request form.

The following list has the requirements for the travel request form.
- Name of traveler
- Banner ID
- Citizenship/Status
- Travel Departure Point
- Destination
- Date of Departure
- Date of Return
- Department
- Contact information
- Index
- Account
- Activity
- Reason for the trip
- Total Estimate
  - Per Diem Rate
  - Hotel
  - Transportation
  - Registration Fees
  - Miscellaneous

At least 10 days before departure, one representative from the student group should contact Student Leadership and Engagement to request the Travel Card to purchase travel accommodations including but not limited to airfare and hotel rooms. When booking, it is wise to make sure there is no cancellation fee to limit the impact on your club's finances.

Reimbursement

The Travel Reimbursement form should be completed upon return from your trip. Please upload all receipts to this form to be reimbursed properly. Reimbursement checks can be picked up from the Cashier's window in Fidel Center.

techConnect Use

techConnect, powered by Campus Groups, is NMT's student engagement platform. Student Leadership and Engagement is happy to help with account activation and navigating the platform. techConnect questions should also be directed to the SGA President and/or Vice President.

Creating an account

Your account will be created by a NMT administrator, but each student must activate their account. When the account is ready to be activated, an email will be sent to your student email address. You will then be prompted to log in and activate your account.

Joining an organization

Once you are on the home page, go to the "Groups" tab on the top of the screen, then click on "All Groups". From here, you can see the list of all organizations at NMT. When you find an organization you would like to join, click on the checkbox to the left of the organization name, then click "Join" at the bottom of the screen.

Create an event

Once your event has been approved by Auxiliary Services, you can now post your event on techConnect. To do this, go to My Groups, click on the organization you want to create an event for, click on "Events" on the top of the page, click "Create Event", then fill out the prompts. Once you are done, click "Submit."

Editing Event Information

First, click on the event you would like to edit, click "Edit" on the top of the screen, make the necessary changes, then click "Save" at the bottom of the screen.

Sending an e-mail

When you are in your organization's page, click on Emails on the sidebar. Click on Compose Email in the top right corner. Select recipients, then click Compose email for selected groups on the bottom of the page. Then select Email Composer or Email Builder. Email Composer is best for plain text, but the Email Builder is best for including photos and changing the layout of the content. Add your message. From here, we recommend sending yourself a test email by clicking the "Send myself a test email" button at the bottom of the page. Once you are ready to send the email, click "Save and Send."

Tracking event attendance

Attendance can be tracked in a few ways, but we recommend using either an attendance sheet, or tracking attendance using a laptop or phone during the event. To use a sign-in sheet, have them write their full name and their email on a piece of paper as guests arrive at your event. At the conclusion of the event, log in to techConnect. Navigate to your group's page. Click on "Events", then "Past Events." Click on the name of your event, then click "Check in Attendees." Click on Track Attendance with a Computer. Then enter the name of each person who attended your event.

Other Features

TechConnect offers many other features. Student Leadership and Engagement is able to help with any techConnect issues or can train club members and officers on usage. The CampusGroups Knowledge Base is a helpful tool to get started.

Awards

At the end of the academic year, Student Leadership and Engagement recognizes several students for their achievements outside of the classroom. Students, staff and faculty can nominate a student for an award, but the final decisions are up to a committee that is chosen each year, composed of New Mexico Tech staff and faculty members.

Below is a list of awards that students may receive and the criteria to be nominated.

Outstanding Community Service

This award recognizes a student who has made a difference to the community, by caring, volunteering, overcoming adversity, raising awareness of a particular issue, or by organizing an event that has improved a group's quality of life.

Consideration for recognition is based on the following criteria:

- Devotes significant time and resources to community service activities.
- Acts as an advocate for the community project, organization, or issue.
- Displays a high ethical standard with a cooperative attitude towards community leaders.
- Provides a positive impact on individuals through service to the local nonprofit or NMT project.
- Charitable activities or services are not a part of the nominee's job description or duties.
- Is a <u>graduate or undergraduate</u> degree-seeking student.
- No self-nominations allowed.

Emerging Leader

The Emerging Leader Award is presented to a first- or second-year student who has contributed significantly to the NMT community through their involvement in a student club, academic department, residential community, student employment, or a community service program.

Consideration for recognition is based on the following criteria:

- Has a significant impact on the NMT community through their effort and engagement.
- Displays commitment to furthering the shared values and mission of NMT.
- Achieves significant personal growth as a leader.
- Plays an active role in a club, organization, team, community or project through participation in meetings, events, and organization efforts.
- Has a minimum GPA of 2.0.
- Is an <u>undergraduate</u> degree-seeking student.
- No self-nominations allowed.

Shared Values

This award recognizes an individual who most widely represents <u>NMT's Shared Values (5E's).</u>

Consideration for recognition is based on the following criteria:

- Promotes the advancement of NMT's shared values through their direct or indirect involvement on and off campus.
- Embraces and supports the shared values in their daily life.
- Evokes the concept of serving their profession, community, and society.
- Advocates for an environment where anyone can achieve their goals.
- Demonstrates creative problem-solving and promotes solutions to promote economic impact.
- Is a graduate or undergraduate degree-seeking student.
- No self-nominations allowed.

Student Leader of the Year

This award recognizes a student who has demonstrated excellence in both academic achievement, as well as in campus and community engagement. The student has made contributions to the NMT community through their leadership and participation in campus programs, clubs, organizations, and activities.

Consideration for recognition is based on the following criteria:

- Holds a leadership position on campus in a recognized student club, academic department, residence hall or through student employment.
- Has made a significant contribution to the NMT campus community, upholding and advancing our shared values and NMT's mission.
- Demonstrates the ability to prepare, motivate and impact other students.
- Maintains a positive image and presence within the NMT community.
- Has a minimum of a 3.0 cumulative grade point average.
- Is an <u>undergraduate</u> degree-seeking student.
- No self-nominations allowed.

At the awards ceremony, the SGA acknowledges student clubs for their achievements. Below is a list of awards that student clubs may receive.
- New Club of the Year
- Club Engagement
- Community Impact Club

Advertising

Student organizations can use several different approaches to promote their events, meetings and the general organization to students on campus. Registered student organizations can receive free advertising through Paydirt, the school's student newspaper. Student organizations may also create and print their own promotional flyers to be put up around campus. Flyers must include the event title, location, date, time, host and contact information. Flyers can be posted anywhere except on the windows and doors of the Fidel Student Center, and must be secured with tape that will not damage the wall. Flyers cannot be made using Artificial Intelligence (AI). If a student club is found to be knowingly using AI in their advertisements, they will be brought up to the Club Advisory Committee for acting in bad faith. Clubs needing advertisements are welcome to reach out to the SGA for help creating posters or other forms of advertising.

Event Planning and Hosting

Brainstorm the event considering different angles. Use the following questions to guide your thinking.
- How many people are you expecting?
- Where will the event be held?
- What time?
- What date? Is there a scheduling conflict with another event on campus or in the community?
- Do we have the funds for this event?
- Will we provide food?
- What is the purpose of the event?

Once you have the plan for your event, reserve a location. Use this guide to see who to contact about reserving a space, and use this to reserve a classroom.

Next, fill out the NMT Activity and Special Event Request form, which is found on the Auxiliary Service page on NMT's website. This form must be submitted at least one week in advance of the event, and the event cannot be hosted if the form has not been approved by the event committee.

To get food from off-campus, students must inform Student Leadership and Engagement at least three business days in advance so the proper paperwork can be completed. Student clubs do not need to complete a catering waiver.

Advertise your event using techConnect, social media, flyers on campus and any other means to promote your event. Auxiliary Services also operates the monitors in the Fidel Atrium,

to get your flyer on the monitor, email a .jpg file to aux@nmt.edu.

After your event is hosted, please email a copy of the sign-in sheet to nmtevents@npe.nmt.edu.

Student Activities Center

The Student Activities Center (SAC) is owned by Auxiliary Services, however the SGA has priority over student clubs and community organizations for Senate Meetings and for large events, including but not limited to 49ers and Spring Fling.

A SAC technician must be requested before the event takes place. The SGA hires two technicians every semester to assist with SAC events. Clubs can request the use of one of the technicians or training for their own club members to become official SAC technicians.