



Law School Student Organizations At-A-Glance 2023-24

How to Charter a Student Org

- Chartering is mandatory each year-
 - List of dates for chartering through SAC - <https://sac.unm.edu/student-organizations/start-a-club.html>
 - NOTE – *Two officers* are required to attend to ensure chartering is achieved. These workshops are a brief review of the policies, procedures, and services available to chartered groups.
 - UNM SOL provides one on site workshop Student Orgs. (Fall semester of the school year)
- Structure
 - Constitution and by laws
 - Officer composition and duties
 - How to run a meeting

Building Hours

<https://lawschool.unm.edu/about/building-hours.html>

Student Org Offices

- Main entrance to student org office can be accessed by UNM ID access. See Greg Garcia (garcia@law.unm.edu/ lawfacilities@law.unm.edu) to ensure access to it.
- Smaller offices within the Student Org office have keys. This is managed by the SBA president

Event Planning

- **Classroom Calendar** – shows every hour what is happening and in which room
 - Reserve a Room
 - Room Reservation form link: https://lawschool.unm.edu/room_request.html
 - Media services for microphones, projectors, computer use
https://forms.unm.edu/forms/media_services_request_form
- **Copies** - can be made in the copy center and charged to your org index
Email copy@law.unm.edu
- **Fliers** – Tips & Info for Hanging Fliers - <https://youtu.be/zyBjv7OWRpg>

- Please don't hang by taping them to glass, walls or wooden surfaces. They will be removed and thrown away immediately.
- You can post them on concrete columns through out the School of Law.
- Limit the number of fliers you hang up please (**max amount of 10 fliers**).
- **DO NOT** hang on the column by the plaque commemorating Justice Gene Franchini in respect for his memory. The reason the plaque is there is because he died in this room while giving a presentation to the entire 1L class for LAB

Funds

- Index and budget reports
 - Each student organization has an “index” number which is basically an account with UNM accounting. All funds raised must go through this account and all funds spent must be from this account.
 - For account information please reach out to the UNM School of Law Accounting Department - Mei Chao (mchao@unm.edu) or Stephanie Grant (grant@law.unm.edu).

OUTSIDE BANK ACCOUNTS ARE STRICTLY FORBIDDEN!

- Make a Budget
 - Stay on top of totals in your account.
 - Fundraising
 - You can get a link on your organization webpage for credit card purchases for swag sales or fundraising. All cash must be given to Stephanie Grant in the front admin office within 24 hours of receipt.
 - If your organization receives donations or gifts, please contact Courtney Holmes courtg@unm.edu and she can assist you with depositing the cash/check donation/gift into your index. She can also assist you with setting up a Marketplace exchange so your organization can receive donations/gifts by credit card.
 - Purchases
 - UNM is Tax Exempt – please make sure to use tax exempt form when making a purchase.
 - For purchases, please see Student Organizations – Financial FAQs for in depth information on this process.
 - Ordering Food – UNM will reimburse taxes for restaurant food purchases. <https://lawschool.unm.edu/students/organizations/food-order-form.html>
 - **After your meeting**, please provide the detailed receipt (see example below), the agenda/flyer and a sign in sheet for the event to Mei. The receipt must be delivered to Mei Chao's office (2420) or placed in her mailbox in the front office. The agenda/flyer and sign in sheet can be physically or electronically delivered to Mei within 2 days of the event.

Receipt Example

Delivery Instructions:
 umn school of law*far nw corner of bldg

Jason's Deli #624
 2105 Louisiana Blvd NE
 505-881-6700

Ramirez, #Desir

Host: TERM6 08/27/2019
 Cashier: Johnny
 Ramirez, #Desir 10:52 AM
 REPRINT# 1 160007
 Order Type: Delivery

Papa Joe 7.59
 NO Roasted Tomatoes
 NO Pesto Aioli
 (N)Chips
 Can Soda (2 @1.39) 2.78
 (2)Diet Coke Can
 Plain Jane 7.89
 Plates, Forks, Napkins (1 Utensils) 0.00
 @ 0.00 per Utensils
 No Plates Forks & Napkins
 DELIVERY FEE 0.00
 Delivery Fee \$5 5.00

Subtotal 23.26
 Tax Exempt #856000642UNM 0.00

Delivery Total 23.26

VISA #XXXXXXXXXXXX7865 23.26
 Auth:059122

Tip : 5.00
TOTAL : 28.26

SIGNATURE : 



Detailed vs No Detail



Receipt with no details will not be accepted and student will be asked to contact the vendor for a detail receipt.

Jason's Deli #624
 2105 Louisiana Blvd NE
 505-881-6700

Server: Carolina 008: 08/24/2018
 10:30 AM 08/24/2018
 Ramirez, Desert/T 16780083

SALE

VISA 5242905
 Card #XXXXXXXXXXXX1941
 Card Entry Method: K

Approval: 008509

Amount: \$ 41.55
 + Tip: 3.45
 = Total: 45.00

I agree to pay the above total amount according to the card issuer agreement.



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Social Media

If the org establishes a social media presence review the policies before creating it.

UNM Social Media Guidelines <http://social.unm.edu/guidelines/index.html> and

Best Practices <http://social.unm.edu/best-practices/index.html>