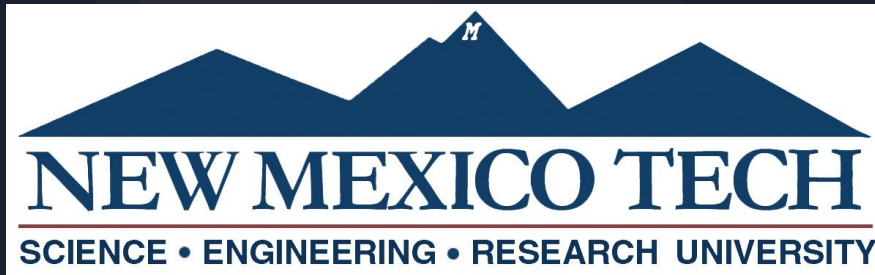


# SGA Club Meeting





# 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](mailto:help@nmt.edu) with your club account number. If you do not know your account number, email the Vice President or CFO at [sga.vp@npe.nmt.edu](mailto:sga.vp@npe.nmt.edu) and [sgacfo.club@npe.nmt.edu](mailto: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.

### SGANMIMT Club Charter Form

Please note: CS Box and email information are required and will be made available on the SGA web page. Home phone numbers will be placed on the SGA website unless the "withhold" box is checked, which indicates that you do not want your home phone number made public (for SGA records only). Work phone numbers will be kept only for SGA Government records and will never be made public.

General Club Information		
Club Name: <b>IEEE</b>		Term/Year: <b>Fall 2022</b>
Club Email: <b>ieee@npe.nmt.edu</b>	Club Website: <b>sites.google.com/npe.nmt.edu/ieee/nmt</b>	
Advisor (required)		
Name and Title: <b>Rene Arechiga</b>		Email:
Home Phone:	Work Phone:	<input type="checkbox"/> Withhold home phone #
Signature: <b>Rene G. Arechiga</b>		Department:
Executive Officer (required)		
Title: <b>Xander Jones</b>	Name: <b>Chair</b>	Email: <b>@student</b>
Home Phone:	Work Phone: <b>5057667923</b>	<input checked="" type="checkbox"/> Withhold home phone #
Box #: <b>2893</b>	Signature: <b>Xander Jones</b>	
Financial Officer (required)		
Title: <b>Treasurer</b>	Name: <b>Adrian Maez</b>	Email: <b>adrian.maez@student.nmt.edu</b>
Home Phone: <b>505-859-0036</b>	Work Phone: <b>same</b>	<input type="checkbox"/> Withhold home phone #
Box #:	Signature: <b>Adrian Maez</b>	
Other Officer (required)		
Title: <b>Vice Chair</b>	Name: <b>Alex Abeyta</b>	Email: <b>alex.abeyta@student.nmt.edu</b>
Home Phone:	Work Phone: <b>505-559-9000</b>	<input checked="" type="checkbox"/> Withhold home phone #
Box #:	Signature: <b>Alex Abeyta</b>	
Other Officers (optional)		
Title: <b>Mentorship</b>	Name: <b>Thai Nguyen</b>	Email: <b>@student</b>
Home Phone: <b>505-506-4530</b>	Work Phone:	<input type="checkbox"/> Withhold home phone #
Box #: <b>2819</b>	Signature: <b>Thai Nguyen</b>	
Title: <b>Secretary</b>	Name: <b>Eryn Jaramillo</b>	Email: <b>eryn.jaramillo@student.nmt.edu</b>
Home Phone: <b>505-977-1400</b>	Work Phone: <b>NA</b>	<input type="checkbox"/> Withhold home phone #
Box #: <b>2585</b>	Signature: <b>Eryn Jaramillo</b>	
Title:	Name:	Email:
Home Phone:	Work Phone:	<input type="checkbox"/> Withhold home phone #
Box #:	Signature:	
Club Status (please check either SGA or Associate)		

# The Club Roster form and how to fill it out.

Include Club Name and Date

Name of club members

Club Members Student Email



Club \_\_\_\_\_ Date \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

## SGANMIMT Club Roster Form

Signing this form indicates that you are a member of this club and you would like to be on this club's mailing list.

Name (please print)	Email	CS Box	Grad/Undergrad	Signature (required)
1				
2				
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# 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.

## **NMT IEEE Student Chapter, Fall 2022 Funding Proposal**

SGA Financial Committee,

The New Mexico Tech IEEE Club has a large number of workshops, seminars, conferences, and hands-on exercises planned for interested students and our members. Our goal is to foster a community of student engineers and provide a place for our members to enrich their education and enhance their resumes through hands-on experiences.

We will be holding weekly in-person meetings for the fall semester. IEEE would like to provide food for those who attend these meetings, while also following state and federal COVID-19 guidelines. We believe that \$900.00 is a reasonable amount of money for this purpose. This request is more expensive than usual because we are seeing a higher participation rate than previous semesters, and we would like to continue accommodating our members in this way.

In order for underclassmen to understand some of the opportunities with the club and Electrical Engineering we will be having our IEEE officers and upperclassmen present their experience within professional environments such as the internships that they have participated in while attending New Mexico Tech. Likewise, we would like to provide incentive for additional Alumni/ Professional speakers in this field to come and share their experience. With this in mind we would like to request \$60.00 in order to provide some form of payment for these speakers.

In addition to hosting other workshops and seminars, we will be hosting an event about building and racing flying drones. This is an opportunity for participants to learn about the basics of RC technology, drone flight mechanics, and soldering. We plan to guide the participants through building the drones using the engineering process, reinforcing what we learn in our classes. In parallel to the guidance, we plan to give a presentation on how the drone being built works for maximum learning achieved. The current IEEE officers are aspiring to accomplish this event as one of the larger ones in recent semesters. The full details of the event will come together as we gather funds, but we hope to secure at least the amount requested with the budget. These will cost about \$50 per drone and we hope to have 25 drones available for building. That totals to the \$1250 we are requesting for our drone building hands-on exercise.

We look forward to working with the SGA to promote New Mexico Tech in the community. We hope that you will see the positive impact IEEE has on the community, and we ask that you help us achieve our goals. If the budget must be reduced, we request that the majority of our funds be put towards funding our meetings, seminars, and collaborative efforts.

Thank you for your consideration.

Sincerely,

The IEEE Officers

President: Xander Owen Jones  
Vice President: Alex Abeyta  
Treasurer: Adrian Maez  
Secretary: Eryn Jaramillo  
Mentorship Director: Thai Nguyen  
Activities Director: Zakrye Toliver

# 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.

## SGANMIMT Club Budget Form

Club Name	Term			Official Use Only		
	Items (highest to lowest priority)	Quantity	Price Each	Total	Approved \$	Note
General Item List (include op. costs, food, etc.)				\$ -		
Drone kits	25	\$ 50	\$ 1250			
Pizza & ice cream social w/ events		\$ 90	\$ 900			
incentive for workshop speakers	1	\$ 60	\$ 60			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
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General Operating Costs Detail (TCC printing, etc.)			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Summary of Fund Allocations			Total Valid Endorsements
Budget Total (from above)	\$2210	\$	
Less Amount to be Reallocated from Previous Term	\$	\$	
Grand Total	\$	\$	Total new \$\$ Allocated



# 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



**IEEE 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. Their dues are the only dues for New Mexico Tech IEEE branch membership.
- Sec.2 New Mexico Tech IEEE club 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 NM Tech IEEE fiscal 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 EE-related student outreach events. He shall serve as the liaison between IEEE, the EE department, and the EE Mentorship Program.
- Sec.7 A complete annual report shall be submitted by the Chairman and the Chief Financial Officer at the last regular meeting of the year, and shall be forwarded by the Branch Secretary to the IEEE Manager of Student Services, upon certification of the Counselor.

**Article IX: Meetings**

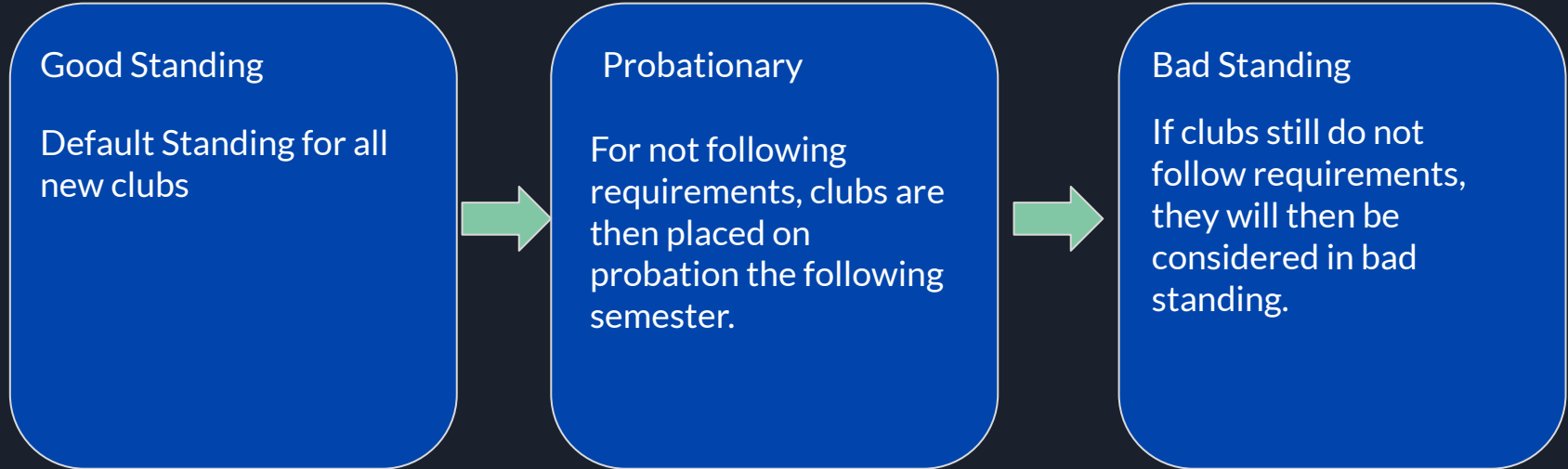
- Sec.1 This organization will hold regular and special meetings/activities as designated by the Executive Committee with a minimum of one per month.

**Article X: 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, pizza ban, banishment from the club, arm wrestling, temporary suspension from meetings.



The three different club standings along with the requirements to maintain the appropriate 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



# Bills and Grants

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



# Student Activities Center

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 clubs 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