



Office of the Dean of Students

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TO: Chartered Student Organization Leaders
Student Organization Faculty/Staff Advisors

FROM: Ann C. Goodman, Ph.D.
Associate Vice President & Dean of Students

CC: Renay M. Scott, Ph.D.
Vice President for Student Success

RE: NMSU Chartered Student Organization Rules for Activities & Events
– ***Effective Aug 19 2020***

Due to the ongoing COVID-19 pandemic, the student organization experience will look very different this year, with nearly all student organization activity shifting to outdoors or online. Having seen examples and/or talking with students I am confident that our NMSU student organizations will use this situation as a chance to think creatively and continue to be a central engagement feature of Aggie life.

The *NMSU Student Organization Rules for Activities & Events* were created with the health and safety of our campus community as the foundation of our expectations. Student organization officers are to lead the implementation and foster compliance with these requirements. While outlined here in the context of student organizations, students should note that many of these policies are also applicable to informal gatherings of on-campus residents.

This plan is dynamic and reflects the current situation. As we learn more about COVID-19 and local, state, or national conditions change, our plans and procedures will evolve. Changes will be posted online ([Department of Student Life](#) and the [Office of Student Involvement & Leadership Programs](#) websites (formerly campus activities). Should you have any specific questions that are not covered in this document please feel free to contact the [Office of Student Involvement & Leadership Programs](#) at ca@nmsu.edu or dos@nmsu.edu with questions.

NMSU Student Organization Rules for Activities & Events

UPDATED: August 19, 2020 / Most recent updates include:

- *Student organization facility reservations – ARFs are required for **all** activities.*
- *Student organization travel (domestic and international) is not permitted*
- *Organization mail and packages should be directed to a member's home address instead of the Office of Student Involvement & Leadership Programs in Corbett or your advisor.*
- *ASNMSU Finances - allocations for travel will not be approved for Fall 2020*

Events, Activities, & Meetings

Based on [CDC College and university](#) and [ACHA](#) guidance, convening in groups carries an increased risk of viral transmission. This information, combined with the extremely limited number of large spaces that allow for indoor physical distancing as well as catering limitations **the vast majority of meetings, events, and activities should be held virtually** using online collaboration tools (e.g., Zoom, MS Teams, Google Hangouts). All students have free access to [Zoom](#), a collaborative meeting tool supported by NMSU ICT, and the Office of Student Involvement & Leadership Programs will continue to provide information and resources related to online engagement.

Limited in-person events hosted by student organizations will be permitted. For the health and safety of the NMSU community, the following guidelines have been put in place for student organization sponsored events until further notice. **Any student organization event, regardless of location, must meet all these directives to be fully aligned with NMSU's policies and expectations.**

On-campus residents will have limited access to campus buildings. Students living off campus during Fall 2020 are not permitted to be in residence halls or apartments as visitors campus unless specifically granted permission by Housing & Residential Life.

REQUIRED PUBLIC HEALTH MEASURES

Everyone on campus and in public spaces **must wear** a [cloth mask or face covering](#) in accordance with university guidelines. This includes indoor and outdoor events, even when individuals are more than 6 feet away from one another. All attendees are responsible for providing their own mask/PPE. All event hosts and attendees must practice [physical distancing](#) by maintaining at least 6 feet (2 meters) distance between themselves and others. All attendees should also follow [CDC recommendations](#) for handwashing or using hand sanitizer with at least 60% alcohol.

GROUP SIZE

Indoor meeting attendance OR activities must be limited based on the capacity and type of room/facility scheduled (physical distancing requirements are based on square footage guidelines). Student organizations should attempt to limit all face-to-face meetings and social gatherings that will take place indoors to 5 or less people (per State of NM Health Orders). ****Face coverings are REQUIRED to be worn at all times during meetings/activities.***

Outdoor activities for medium to small group activities are encouraged using appropriate physical distancing guidelines (6-12 feet of distance between participants). Outdoor recreation activities such as hiking, biking, golf, running, tennis, pickleball, badminton, geocaching, *or indoor activities such as fantasy football and Esports* are low-risk and help students relieve stress but people must remain at least 6' away from other individuals AND ****Face coverings are REQUIRED to be worn at all times during meetings/activities.***

Competitive sport activities that involve large groups, or bring participants in close contact with one another such as flag football, basketball, soccer, dodgeball, spike ball, etc. are not allowed at this time. If you have a question regarding the appropriateness of an activity please contact the Office of Student Involvement & Leadership Programs or University Recreation.

OFF-CAMPUS EVENTS

Organizations may host events and activities off-campus. **Off-campus events must abide by the policies set forth for organization events, in addition to local, state, and facility specific regulations.** If the university's policy differs from the local/facility expectations, the more restrictive policy must be followed. While off-campus, NMSU community members must always follow CDC and New Mexico/Las Cruces public health guidelines

FOOD & BEVERAGES AT EVENTS (on or off-campus)

Indoor Activities: Due to risks associated with food sharing and cross contamination, no food or beverage may be served or provided at student organization sponsored events indoors.

Outdoor Activities: Attendees may bring their own snacks and beverages for themselves (per venue or location restrictions). Personal food items should not be shared with others and eating at events should be limited. When removing masks to eat, attendees should increase their physical distance beyond 6 feet. Participants are responsible for the proper disposal of personal food item trash.

STUDENT ORGANIZATION EVENTS WITH ALCOHOL

Because alcohol impairs judgement and suppresses immune response, it presents additional safety risks beyond those associated with food and beverage sharing. Additionally, [recent data indicates](#) that bar and restaurant settings are increasingly the source of outbreaks. As such, hosting events or any sort with alcohol are discouraged.

Should an event be planned that involves the presence of alcoholic beverages, it must have protocols in place to comply with NMSU policy, NM state alcoholic beverage laws, and the event must be approved by the organization advisor using the Activity Registration Form (ARF). This applies to both on-campus and off-campus events.

Of special note – IFC fraternities and CPH sororities must follow IFC and Panhellenic Council policies as well as their national or international risk management policies associated with events involving alcohol.

It is expected that all chartered student organizations will have their activities (sponsored, authorized, sanctioned, and/or financed) approved by the group's faculty/staff advisor. The student organization is responsible for assuring that alcohol consumption does not detrimentally affect the health and well-being of those attending the event. Chartered student organizations may hold events involving alcoholic beverages under the following conditions:

- The possession, sale, use or consumption of alcoholic beverages, in public areas of the campus is prohibited. Any situation sponsored, authorized, sanctioned, endorsed, and/or financed by a chartered student organization must be in compliance with any and all applicable laws and rules of the state, county, city, and New Mexico State University, and must comply with either BYOB or third party vendor guidelines. *In addition, the event or activity must be approved by the group's faculty/staff advisor.*
- No alcoholic beverage may be purchased through a chartered student organization's funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chartered student organization. The purchase or use of bulk quantity or common sources of such alcoholic beverage (i.e. kegs or cases) shall be prohibited.
- Open events, meaning those with unrestricted access to non-members of the chartered student organization, without specific invitation, where alcohol is present, are prohibited.
- No members, collectively or individually shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under legal drinking age).
- No chartered undergraduate student organization (*an organization whose membership is primarily made up of students under the age of 21*) may enter

into an agreement to co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of the annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.

- No chartered student organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations or groups.
- All membership recruitment activities associated with any undergraduate student organization (*an organization whose membership is primarily made up of students under the age of 21*) shall be alcohol free.
- No alcohol shall be present at any new member activity of any chartered student organization.
- The chartered student organization or organizations must establish active precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age or to persons who appear to be intoxicated.
- No event shall include any form of “drinking contest” or encourage the rapid consumption of alcohol in the activity or its promotion.
- Non-alcoholic beverages and non-salty food must be available at the same place as the alcoholic beverages. Food and non-alcoholic beverages must be featured as prominently as the alcoholic beverages.

GIVEAWAYS (swag, marketing materials, etc.)

Student organizations should limit the number of materials that need to be distributed at events or tabling. For example, consider providing digital handouts instead of paper. Attendees should avoid sharing pens, laptops, etc.

IN-PERSON EVENT REGISTRATION

All in-person events must be added to **AGGIE LIFE** Calendar *using the ARF process* no later than 72 hours in advance – facilitated by the Office of Student Involvement & Leadership Programs. Additionally, advance RSVPs and on-site check-in must be facilitated via the **Digital ID** and **Checkpoint App** for all in-person student organization activities, events, and meetings. This will ensure that room capacities are not exceeded and will enable contact tracing if necessary. All attendees and hosts must be checked-in and recorded in the **AGGIE LIFE** (Presence) event. Additional resources will be provided to assist with creating events and **tracking attendance**.

Non-NMSU GUESTS, SPEAKERS, PERFORMERS, etc.

Only NMSU community members (students, faculty, staff) will be allowed to attend in-person, on-campus events. Co-sponsored events with external organizations (non-NMSU) that are not already affiliated with the organization* are not permitted. For the safety of the guests and the NMSU community, student organizations are required to use virtual resources and online programs to accommodate external, non-NMSU guests, speakers, etc.

**i.e. professional associations, national fraternities or sororities, religious or spiritual groups that are affiliated with a local ministry*

CONTRACTS

Because external speakers, performers, etc. will not be present on-campus, contracts should only be required if an organization is paying for the virtual services and/or the event is being recorded. *Please note that student organizations should not record and/or distribute any virtual activity featuring an external guest without explicit written permission from that speaker/performer.*

In the event a contract is needed, student organizations must follow the usual requirement of having a University advisor review the contract prior to execution. If the contract is for an all-university audience and/or the service/event or vendor is being paid with funding from ASNMSU, then the contract should be reviewed by the Office of Student Involvement & Leadership Programs. Remember student organizations are not permitted to sign contracts on behalf of New Mexico State and the organization cannot formally represent the university to third parties.

EVENT ACCESSIBILITY

Student organizations should continue to remain familiar of accessibility needs related to their virtual events. Event hosts should ensure that everyone can participate in the event. For online events, this may mean securing an interpreter or interpreting service provider to create real-time captioning services. In activity registration forms or participant information data collection, someone should be identified for participants to contact should they need to request an accommodation for your event.

Rule Enforcement & Accountability

Maintaining a healthy campus environment is the responsibility of all members of the university community. In addition to individual responsibility, members of the community should foster accountability in the people around them and should address instances of non-compliance directly, if they are comfortable and it is safe to do so.

Each in-person event must have at least one designated event host who represents the organization and is responsible for ensuring all guidelines are followed. If an attendee refuses to follow established guidance, they should be asked to leave and may be reported for non-compliance.

Alleged violations of these policies by a student or student organization should be [reported](#) to the [Office of the Dean of Students](#), dos@nmsu.edu or 575-646-1722.

Potential consequences for failure to abide by these policies may include, but are not limited to warnings, loss of privileges, revocation of university charter and frozen financial accounts.