**The William Paterson University Student Government Association**

**would like to welcome you to our family.**

There are a few things that you need to do to get your club interest up and running. Aside from the forms that you need to complete, there are several meetings that you or a representative will need to complete prior to being chartered as an official WPU Club.

The first step is completing the chartering form that you can get from the Campus Activities main office in SC 302 x2518. That form will be the basis of which you are asking to charter a club and will ask you to describe the purpose of the club and, if necessary, how you differ from similar clubs on campus.

You will then need a roster of at least fifteen [15] students who want to be in the club. The roster should include the student email address (@student.wpunj.edu). The minimum four executive officers (President, Vice President, Treasurer and Secretary) sometimes including a Public Relations Officer. They count towards your roster minimum. In addition, you will need at least one full-time WPU faculty advisor who should provide a letter of interest showing that they will indeed serve as an advisor and attend your meetings. **You must have a CASL advisor sign off on your roster to ensure the members meet the minimum GPA requirements for extra-curricular activity** (2.0 for general members, 2.3 for club executives). Please note: Freshman are exempted from the GPA requirement for their first semester *only*.

The next step is to gather the paper work and make an appointment with the Vice President of the Judicial Review Board. Go to the SGA Main office in SC 319 to schedule an appointment. You will now begin the process of building a unique Club Constitution. While the cover page is uniform and there are certain minimum requirements, this is your opportunity to lay out what the procedures and purposes of the club will be. It can be as easy as using the template and changing around names and titles.

**The next** step is the approval process. After the preliminary meeting with the VP of JRB, you will have to go to a hearing of the JRB on Thursday during common hour (12:30pm) to present the documents to the board for review. The process will only examine the legality and form of the document to ensure compliance with the SGA. **The second** meeting will be the next Thursday at 5:00pm during a regularly scheduled meeting of the Executive Board meeting where you or a representative will present the club; and answer questions about programing and intent to determine whether there is a real desire or legitimacy to the establishment of the new club. This phase is very important. The SGA Constitution does not allow for the chartering of a new club that is too similar to another chartered organization on campus.

**After this**, the final approval lies with the SGA Senate. The Tuesday following the Executive Board meeting is the final stage. At 5:00pm in UC 171, the Senate will convene and you or a representative must present the club as a whole to the Senate. All questions and comments are entertained and you will be given an opportunity to make a case for the club. If approved by the Senate, the final constitution must be signed by: the Club President, The VP of JRB and the SGA President.

Once approved, you must ensure that at the very least, the club president and the treasurer attend a leadership academy and financial workshop to be scheduled with the SGA Financial advisor or Vice President of Allocations. This is mandatory if your club wants to access funding for the semester. No funds may be accessed without it and it is **highly recommended** that all officers attend in the event that someone leaves during the semester. This way there will be someone to assume the responsibility of signing forms.

The Club’s president or executive representative must be sure to attend club council meetings every other Monday, chaired by the SGA Executive Vice President. The EVP will provide a schedule of meetings for the semester. It is recommended that you stay in touch with that officer during the activation process to be clear on duties and responsibilities of a club. A copy of the overall SGA Constitution is available with the VP of JRB and that person can assist you with any questions regarding procedures or policy.

The SGA looks forward to having you as a part of our family and the community as a whole looks forward to the programing and association we hope you will provide this year. Thank you again and good luck.

**William Paterson University Student Government Association**

***Office of the Vice President of the Judicial Review Board***