

Looking to start a new club??

Although **the officers of the SGA will certainly help you in any way we can**, starting a new club can be a somewhat difficult and time consuming process. **Here is a list of what you should do in the days and weeks to come:**

First, **have in mind a clear understanding of what you want this club to be**. After you have this decided, **try to find a club on campus that already relates to your proposed club's purpose**. (If there is already a club that exists with a similar mission, your new club will not be passed). ***It is much easier to join a club (and possibly run for office of that club) than to start your own club.*** If you don't know if there already exists a club with a purpose similar to your own, **feel free to ask any SGA officer or a staff member of the Campus Activities and Student Leadership office.**

If you feel that no club exists that can serve your needs, and you are able to undertake the responsibilities of starting a new organization, then **you'll need people to join the club with you!**

You'll need to find any **full-time** faculty or staff member of WPU who will serve as an advisor. This person will need to be made aware of the names of the officers of the club, the club's purpose, as well as the locations, dates, and times for the club's meetings. They will also be required to log into the online roster system, as well as approving online paperwork for various financial and event requests. Go out and recruit members! **You'll need a total of fifteen members**, yourself included. So, put up flyers (get them stamped by the Campus Activities staff to post them in the Student Center; and Residence Life Department in White Hall to post in the Residence Halls), start an online group (Facebook, Twitter, etc.), and talk one-on-one with people! Spread the word!

Once you have an advisor and fifteen members, you'll need to visit the SGA website:

www.wpunj.edu/sga

Click the "**resources**" tab near the top right and scroll down to find the section labeled "**Chartering Documents**". There are three documents listed in this section, and you'll need to complete all of them.

- **The Chartering Questionnaire Form:**

This form asks you to identify yourself, your advisor, the club's purpose, and the type of club.

- **The Event Budgeted Club Model Constitution:**

This document is an **example** of a constitution for a standard club. Feel free to copy and paste all that applies to your club. **Anything that is highlighted is meant to be replaced** by information specific to your club. Please note that many of the articles in **this document can be modified**. You may also add your own articles or delete articles that you feel do not apply to your club. **MAKE SURE THE CONSTITUTION MAKES SENSE! Read it and re-read it! If you decide to change something in it, please make sure that the constitution "works" with the**

changes you've made. (*SGA Clubs MUST be open to ALL students to serve as members)

- **The Blank Club Roster:**

This file asks you to fill in the information of the members, advisor, and executive officers of your club. You'll need their WPU student e-mail address for this form. *If a member does not feel comfortable giving you his or her personal information, please advise them to email the necessary information to the SGA's Court of Judicial Review Chairperson or the Director of Campus Activities.*

Once all of these documents are filled out, email them to the CJR Chairperson as well as the Director of Campus Activities. Arrange for a meeting with one of them to go over the material you have submitted- particularly **the constitution, which typically requires considerable revision.**

After all of the proper revisions have been made, the CJR Chairperson will arrange for you to meet with **the full body of the CJR.** This committee will focus most of its questions on the **wording of your club's constitution** (ie, "Might this be better worded if we changed...").

The next body you will see will be the **Executive Board of the SGA,** which will focus most of its questions on **the way your club will actually be run** (ie, "Do you have any events in mind? If so, what?").

Finally, you'll present your club to the **SGA Legislature.** Their questions will **cover anything and everything.** So be ready!

If you are unable to attend one of these meetings, feel free to ask a member of your newly formed Executive Board to go in your place. While we welcome your club's advisor to the meetings as well, **we ask that you, the student, do most of the talking** on your club's behalf.