

BLOOMFIELD COLLEGE OF
MONTCLAIR STATE UNIVERSITY STUDENT GOVERNMENT
ASSOCIATION

POLICIES AND PROCEDURES

Effective: June 2024

The Policies & Procedure are subjected to change.

Obligations of the Center of Student Leadership and Engagement

1. *All programs must be approved by the Office of CSLE using the S.O.A.P Form, prior to publicizing.*
2. *Must approve of all Student Government Association fliers, club fliers, calendars, or other advertisements that involve Bloomfield College of Montclair State University must be approved before it is shared publicly on social media/streaming services.*
3. *Must adhere to the Bloomfield College of Montclair State University Accreditation for Student Government Association.*

Student Government Association Packet

1. *Club Roster.*
 - a. *E-board Roster*
 - b. *General Member Roster*
2. *S.O.A.P Form.*
3. *Up-to-Date Club Constitution.*
4. *Social media handle(s).*
 - a. *Email & Passwords included*
5. *Received Student Government Association Documents*
 - a. *Constitution.*
 - b. *Policies and Procedures.*
 - c. *S.G.A body meetings.*
6. *Student Government Association Accreditation (fall or spring semester)*
7. *Signed S.G.A. Agreement/Attestation to abide by the document of S.G.A.*

Club Creation 101: How to Start A Club

In order for a club to be recognized at Bloomfield College of Montclair State University or by the Student Government Association they must follow the proper guidelines.

1. Introduction

- a. Starting a club on campus can be a great way to get involved and make new connections. Not only does it allow you to pursue your interests and hobbies, but it also provides opportunities for leadership and personal growth. Joining a club can also have numerous benefits. It allows you to meet like-minded individuals who share your passions and interests, and it can help you develop valuable skills such as teamwork, communication, and organization. Additionally, being part of a club can provide opportunities for networking and career development.*

2. Contacting SGA

- a. When starting a new club on campus, it is important to reach out to the Student Government Association (SGA) for assistance. Specifically, contacting the Vice-President of Organizational Affairs (VPOA) can greatly benefit your club's success. This individual is responsible for overseeing all student organizations and can provide guidance on the process of starting a club.*

3. Creating a Constitution

- a. Creating a constitution is an essential step in starting a club on campus. The constitution serves as the guiding document that outlines the purpose, structure, and rules of the club. It is important to ensure that the constitution is well-written and comprehensive, so that all members understand their roles and responsibilities within the club.*

4. E-board and Members

- a. To start a club on campus, there are certain requirements that must be met. These include having at least five general members and a designated executive board (e-board) consisting of a president, vice president, treasurer, and secretary. The e-board is responsible for overseeing the club's activities and ensuring that it stays true to its mission and purpose. You must have at least a president and treasurer to start.*

5. Presenting at SGA Meeting

- a. Presenting at the SGA meeting is a crucial step in starting your club. You will have at least 10 minutes to present your proposal, so it's important to be concise and clear about your goals and objectives. The following must be included:*

