



# Club Charter Process

## SGA Policy # 18

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When a club begins the charter process with the Student Government Association, they must abide by the following process in order to officially receive their charter.

1. Find a group of at least six interested students and a committed faculty/staff advisor.
2. Submit an Interest Group Form to the Student Government Association.
3. Begin holding meetings. Minutes and Club Attendance Sheets must be turned into the Student Life Center. Interest groups must meet at least six times during their trial period before their charter will be considered.
4. The interest group must submit a constitution to the Student Government Association. The club should vote on this before submission.
5. There must be campus-wide advertising of club meetings. Campus-wide advertising includes flyers and use of Sharepoint.

After a successful two month trial period, Student Government will then vote to accept the club's charter. The two month trial period begins after the Interest Group Form is submitted and the first official meeting is held.

Reasoning:

The Student Government Association needs to monitor the activity of potential clubs in order to assure that new clubs are going to be successful. When a club gets chartered, the Student Government Association will know that they are going to be an active club.