

New Jersey City University
Student Organization Membership Roster

This roster must be filed in the SGO Office Manager's office by October 1 of the Fall semester by all recognized student organizations. **PLEASE PRINT.**

This roster for: () Fall semester _____ () Spring semester _____

Organization: _____

1. _____ Gothic Card # _____
2. _____ Gothic Card # _____
3. _____ Gothic Card # _____
4. _____ Gothic Card # _____
5. _____ Gothic Card # _____
6. _____ Gothic Card # _____
7. _____ Gothic Card # _____
8. _____ Gothic Card # _____
9. _____ Gothic Card # _____
10. _____ Gothic Card # _____
11. _____ Gothic Card # _____
12. _____ Gothic Card # _____
13. _____ Gothic Card # _____
14. _____ Gothic Card # _____
15. _____ Gothic Card # _____
16. _____ Gothic Card # _____
17. _____ Gothic Card # _____
18. _____ Gothic Card # _____
19. _____ Gothic Card # _____
20. _____ Gothic Card # _____

**New Jersey City University Student Government Organization
Club/Organization Information Sheet**

Name of Organization _____ Date _____

Please print in the spaces below the appropriate information for your club or organization. If the titles of the officers do not correspond exactly to those used by your organization, cross out the incorrect title(s) and write the ones used by your club or organization. Please return this completed form to the SGO Office Manager and/or the SGO Executive Vice President. **PLEASE PRINT CLEARLY.**

President _____ GothicCard # _____
Address _____ Tel.# _____
_____ Email _____

Vice-President _____ GothicCard # _____
Address _____ Tel.# _____
_____ Email _____

Treasurer _____ GothicCard # _____
Address _____ Tel.# _____
_____ Email _____

Secretary _____ GothicCard # _____
Address _____ Tel.# _____
_____ Email _____

Club Adviser _____
Tel# _____ Email _____

Approximate number of active members _____

Meeting Schedule _____

Adviser Agreement
Student Government Organization
New Jersey City University

I agree to be the adviser of the _____.

I understand and recognize that the duties of an adviser should include upholding NJCU's mission, policies, and regulations; maintaining regular contact with the club officers; being familiar with the activities of the organization; providing assistance in the administration of the financial affairs of the organization; and reviewing and signing forms pertaining to the business of the organization.

Name _____ Date _____

Department _____ Title _____

Office extension _____ email _____

Best hours to be contacted _____

Signature _____ Date _____

Note: Advisers are not allowed to hold office or vote.

Student Government Organization Club/Organization Minutes

Each organization must record and keep minutes of their meetings, for reference purposes.

To compile and prepare minutes, the following format is to be used:

1. Date and time of meeting
2. Name of Organization/Club
3. Place where meeting was held.
4. Who presided over meeting
5. What officers were present
6. How many members attended
7. Were previous minutes read, approved, corrected
8. Presidents' report
9. Treasurer's report
10. Committee report, if any.
11. Discussion on planned or approved activities
12. Call for new motions, if any
13. Whether or not motions were passes or rejected
14. Announcements
15. Meeting adjourned, the time

A copy of the minutes should be given to each of the organization's officers, the club adviser, the SGO executive vice president and the SGO Office Manager within 1 week of the meeting.

The organization officer should check the club's designated SGO mailbox on a weekly basis for mail and messages.

Student Government Organization
New Jersey City University

Club Recognition Packet

The following forms are included in this packet:

- *Club/Organization information sheet
- *Student Organization membership roster
- *Adviser agreement –(please note that only 1 adviser is needed)
- *Examples/guidelines for preparing a constitution & by-laws
- *Guidelines on how to keep accurate minutes
- *SGO constitution (please refer to page. 2 ECC by-lawsV. Article I. Recognition)

The first three(3) forms must be completed and returned along with your organization's constitution to the SGO Executive Vice President or SGO Office Manager located in the BDI building on Westside Avenue., Rm.194 or Rm.195.

The Elections and Credential Committee shall review your application. You will be notified of your status by the SGO Executive Vice President. If you have questions, please call 201-200-3591.