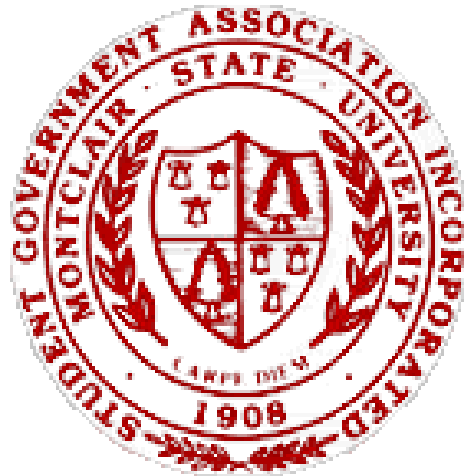


*Executive Policies*  
Of  
The Student Government Association  
Of  
Montclair State University  
*Inc.*



**OPERATIONAL MANUAL**  
Media, Class One, II, III, and IV organizations



## Student Government Association, Inc.

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Dear Reader,

Welcome to another exciting year at Montclair State! The 2008-2009 academic year is here and organizations should be planning big things for the semester ahead! The SGA would like to provide you with the policies and procedures that will be in place this year for all organizations. The following pages should act as a guide and provide information and answers to any questions that should arise in regard to the regular functioning of SGA-chartered organizations.

Should any further questions arise, or if there is a need for clarification, the SGA-Executive board is also available as a resource that you should not hesitate to contact.

If you have any questions pertaining to the chartering or rechartering process, posting policies, election procedures, or basic operations of your organization, please contact the Vice President, Bryan Fucetola. Bryan can be reached by email at [fucetolab1@mail.montclair.edu](mailto:fucetolab1@mail.montclair.edu) or by telephone at (973)--655-4202.

If you have any questions regarding submission of minutes, copy requests or basic office functions and procedures, please contact Executive Secretary, Amy Brooks by email at [brooksai@mail.montclair.edu](mailto:brooksai@mail.montclair.edu) or by telephone at (973)-655-4202.

With questions regarding the financial policies of the SGA please contact Treasurer, Michael Dengelegi by email at [dengelegim1@mail.montclair.edu](mailto:dengelegim1@mail.montclair.edu) or by telephone at (973)-655-4202.

Lastly, if you have any questions regarding the SGA as a whole or any questions or concerns about larger SGA matters or student campus life please contact President, Ron Chicken via email at [chickenr1@mail.montclair.edu](mailto:chickenr1@mail.montclair.edu) or by phone at (973)-655-4202.

Again, the SGA executive board would like to wish you a fulfilling and successful year as an organization. We look forward to working closely with each organization to ensure continued success and growth. Please do not hesitate to contact any of the SGA-Executive board members with any questions or concerns.

Respectfully yours,

*Ron Chicken*  
Ron Chicken  
President

*Bryan Fucetola*  
Bryan Fucetola  
Vice- President

*Michael Dengelegi*  
Michael Dengelegi  
Treasurer

*Amy Brooks*  
Amy Brooks  
Secretary

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## **CLASS ONE & MEDIA RECHARTERING PROCEDURES**

In order for a Class One or Media organization to exist, it must have a charter with the SGA. The charter granted to your organization entitles you to a yearly budget, priority when being considered for an office space, a mailbox in the SGA office, access to duplicating services and meeting space on campus. In order to avoid funding problems it is vital for your organization to begin the rechartering process during Winter Break (you cannot receive your budget until you have been granted your charter).

The re-chartering process is as follows:

1. Contact the SGA President **before** Winter Break to write a bill to recharter your organization.
2. Obtain and complete the following from the Vice President's office:
  - a) Application for Class One or Media charter.
  - b) Organization Information Form & Portfolio
3. The bill to re-charter your organization will be put on the Legislative Agenda at the first meeting of the Spring Semester. The bill will be placed into the Constitutional Review Committee.
4. Once the bill has been placed in Committee, the Legislature's President Pro-Tempore will inform your organization of the date, time and place of the committee meeting.
5. Your charter packet and constitution will be reviewed and, if necessary, revised at the committee meeting. Therefore, your organization must have representatives present at this meeting who are knowledgeable about the organization (Preferably executive board members) to answer any questions of the committee.
6. The representatives should bring the following:
  - a) Completed Application
  - b) Completed Organization Information Form
  - c) Ten (10) copies of your constitution
  - d) A list of members with their student ID numbers
  - e) A list of planned activities for the upcoming year (Organization Portfolio).
7. Submit these materials to the President Pro Tempore at that committee meeting.
8. Once reviewed, the bill for your re-charter will be released by the committee and come up for a final vote at the next meeting of the SGA Legislature. The Legislature meets every Wednesday at 3pm, and be sure to check with the Vice President for the exact location, usually SC411.
9. Representatives of your organization must also be present at this meeting to explain the organization and answer any questions that the Legislature might have.
10. If your constitution was revised in committee, you must submit five copies of your constitution to the President Pro Tempore by the time of the meeting.

11. Upon successful passage of your bill, the President Pro Tempore will forward all materials submitted to the SGA Vice President. These materials will be kept on file in the Vice President's Office.
12. Once the President signs the bill, you will receive your official charter.

### **CLASS II, III, and IV RECHARTERING PROCEDURES**

In order for a Class IV or Class II & III organization to exist, it must have a charter with the SGA. The charter granted to your organization entitles you to a mailbox in the SGA office, access to duplicating services and meeting space on campus. Class II charters expire every year and Class III and IV charters expire every other year and must be renewed prior to their expiration.

The re-chartering process is as follows:

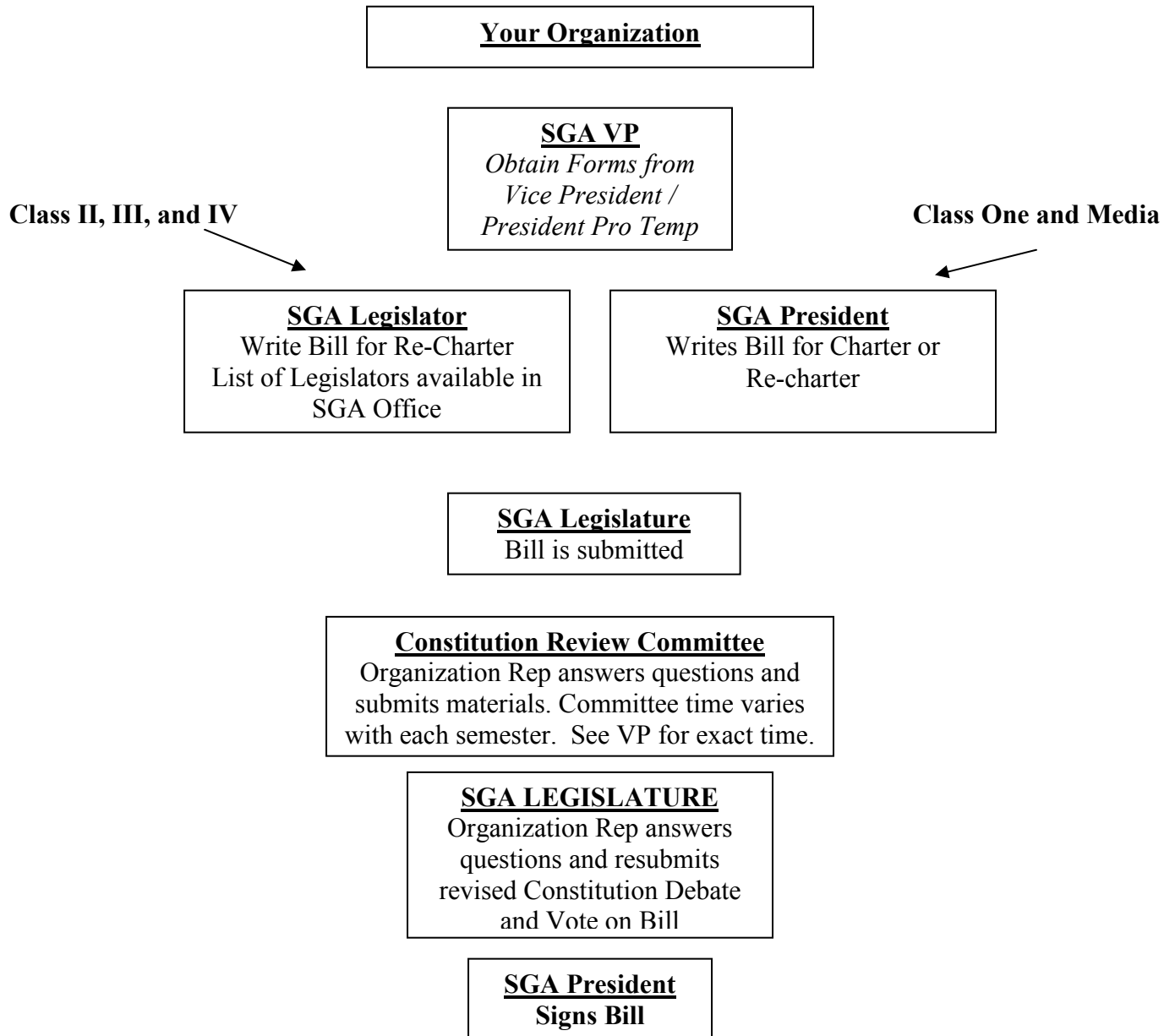
1. Contact an SGA Legislator (see list in the SGA Office or on the website) before your charter expires to write a bill to re-charter your organization.
2. Obtain and complete the following from the SGA office:
  - a) Application for Class II & III or IV charter.
  - b) Organization Information Form & Portfolio
3. The bill to re-charter your organization will be put on the Legislative Agenda at the first meeting after it is submitted to the SGA Vice President by the Legislator. The bill will be placed into the Constitutional Review Committee.
4. Once the bill has been placed in Committee, the Legislature's President Pro Tempore will inform your organization of the date, time and place of the committee meeting.
5. Your constitution will be reviewed and, if necessary, revised at the committee meeting. Therefore, your organization must have representatives present at this meeting who are knowledgeable about the organization (Preferably executive board members) to answer any questions of the committee.
6. The representatives should bring the following:
  - a. Completed Application for Class II, III, or IV Charter
  - b. Completed Organization Information Form
  - c. Ten (10) copies of your constitution (with file on disk)
  - d. A list of members with their student ID numbers
  - e. A list of planned activities for the upcoming year (Organization Portfolio).
7. Submit these materials to the President Pro Tempore at that committee meeting.
8. Once reviewed, the bill for your re-charter will be released by the committee and come up for a final vote at the next meeting of the SGA Legislature. The Legislature meets every Wednesday at 3pm in University Hall Room .
9. Representatives of your organization must also be present at this meeting to explain the organization and answer any questions that the Legislature might have.

10. If your constitution was revised in committee, you must submit five copies of your constitution to the President Pro Tempore by the time of the meeting.
11. Upon successful passage of your bill, the President Pro Tempore will forward all materials submitted to the SGA Vice President. These materials will be kept on file in the Vice President's Office.
12. Once the President signs the bill, you will receive your official charter.

**\*Please remember all Class IV organizations must be approved by Greek Council before applying to the SGA**

**NOTE:** Depending upon the scheduling of charter reviews in the Constitution Review Committee, the entire process may take three to six weeks from the time the bill is first submitted to the Legislature.

### ROUTE FOR CHARTERING PROCESS



**APPLICATION FOR MEDIA, CLASS ONE, II, III, or IV  
ORGANIZATION CHARTER**

from  
THE STUDENT GOVERNMENT ASSOCIATION, INC. OF  
MONTCLAIR STATE UNIVERSITY  
to

\_\_\_\_\_  
**(Name of Organization)**

**Purposes of Organization** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACH TO THIS SHEET THE FOLLOWING:**

1. Five copies of the constitution of the said organization. (and file on disk)
2. A list of members (15 members for Class II & III are required in considering charter application).
3. The organization information sheet
4. A list of planned activities for the upcoming year/Organization Portfolio.
5. Hopeful Class II and III organizations must contact a legislator to author a bill for their proposed organization. Legislators can be found in the SGA Office.
6. Class One and Media organization hopefuls must set up a meeting with the SGA President.

The \_\_\_\_\_ agrees  
**(Name of Organization)**  
to abide by all the rules and regulations laid down in the charter granted as well as other rules, regulations, and other requirements made by the Student Legislature, and agrees to submit to all disciplinary measures of the Board of Trustees in accordance with the powers of the said Board as enumerated in the Constitution, Statutes and Articles of Incorporation.

\_\_\_\_\_  
**Date                  President                  Faculty Advisor**  
**(optional)**

.....  
FOR STUDENT GOVERNMENT ASSOCIATION USE ONLY

\_\_\_\_\_  
**Bill Number                  Date Introduced                  Date**  
**Passed**

\_\_\_\_\_  
SGA Vice President

# Organization Information Sheet 2008-2009

**Organization Advisor:**

**Charter Academic Year**

**Organization Name:**

**Organization Class #:**      MEDIA      ONE      II      III      IV

**Office Phone and Room Number:**

**Organization Website:**

**Organization E-Mail:**

**Meeting Time/Location/Day of Week:**

**President**

**Vice President**

Name:	Name:
Address:	Address:
Telephone:	Telephone:
E-mail:	E-mail:
Best Method of Contact:	Best Method of Contact:

**Secretary**

**Treasurer**

Name:	Name:
Address:	Address:
Telephone:	Telephone:
E-mail:	E-mail:
Best Method of Contact:	Best Method of Contact:

**Other Office**

**Other Office**

Name:	Name:
Address:	Address:
Telephone:	Telephone:
E-mail:	E-mail:
Best Method of Contact:	Best Method of Contact:

**Other Office**

**Other Office**

Name:	Name:
Address:	Address:
Telephone:	Telephone:
E-mail:	E-mail:
Best Method of Contact:	Best Method of Contact:



## **BUS PROCEDURES**

The purpose of the bus appropriation is to fund educational, cultural, and social bus trips open to the entire undergraduate student body.

There are several requirements that must be met when using the Bus trip:

1. The trip must be open to all SGA members (i.e. the entire undergraduate student body)
2. The bus must be at least 2/3 full unless a greater capacity is stipulated by the Legislature.
3. There must be a sign-up list of students (with C.W.I.D. #'s) going on the trip.

A list of bus/transportation companies may be found in the SGA Office, with the SGA Bookkeeper.

After the SGA Vice President approves the Bus Request Form, all paperwork for bus trips should go through the SGA Treasurer/Bookkeeper's office.

BUS REQUEST FORM

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number of Contact Person ( ) \_\_\_\_\_

Destination: \_\_\_\_\_

Date & Time of Departure \_\_\_\_\_

Date & Time of Return \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*FOR SGA USE ONLY\*\*\*\*\*

Bus Company Used: \_\_\_\_\_

Price of Trip: \_\_\_\_\_ Fee Per Student: \_\_\_\_\_

# of Students Needed: \_\_\_\_\_ # of Students Traveling: \_\_\_\_\_

Total Monies Collected: \_\_\_\_\_

Bill # \_\_\_\_\_ Committee Vote \_\_\_\_\_

Author \_\_\_\_\_ Date bill considered \_\_\_\_\_

Date Legislation Initiated \_\_\_\_\_ Legislative Vote \_\_\_\_\_

Date Review by Committee \_\_\_\_\_ Date Signed by President \_\_\_\_\_

Outcome of Trip \_\_\_\_\_

Signed:

\_\_\_\_\_  
SGA Vice President

\_\_\_\_\_  
Date

## BUS SIGN UP SHEET WAIVER

I am fully aware that the Student Government Association of Montclair State University acts as an agent for the trip listed below as subject to the terms and conditions provided.

Neither Montclair State University nor the Student Government, Inc., nor any of their officers, directors, employers, or members accept any responsibility for injury, damage, accident, loss, delay or irregularity that may be caused to the person or property of those whose signatures appear on this waiver, or to any members of their immediate family in connection with this trip, leaving Montclair State University.

The SGA of Montclair State University has recognized by following trip in which those who signed below will participate.

Trip \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_ Fee (if applicable) \_\_\_\_\_

<u>Name</u>	<u>Signature</u>	<u>Campus Wide ID #</u>

By signing below, the trip leader or Executive Board member of the SGA Organization sponsoring the above mentioned trip does hereby certify that all participants have signed an SGA Agreement, Release, and Acknowledgment of Risk (forms available in the SGA Office), and that all other appropriate paper work has been turned in for this trip.

Trip Leader/Organization Executive Board member:

<b>SGA Executive Treasurer:</b>		
Print Name	Signature	Date

## **UNIVERSITY POSTING REGULATIONS**

The purpose of this policy is to help keep the campus aesthetically pleasing and to protect the rights of all organizations to fairly publicize.

The intention of this policy is not to hinder any organization from publicizing itself or its events. Also, it is important to realize that there are alternatives to signs, flyers, and posters for advertising and you are encouraged to utilize these. If you need ideas, contact the SGA Secretary or the SGA Director of Public Relations.

The posting of printed literature, posters, placards and banners on campus (except in residence halls) must be approved by stamp in the Scheduling Office (located on the fourth floor of the Student Center) and at the Student Center Information Desk after 4:30pm. The posting of non-University related materials are limited to designated areas. The appropriate residence hall director must approve posting in a residence hall. Department and designated organization boards are maintained by the respective department or organization and are not available for general use. The name of the sponsoring department, group, or organization must be printed legibly on all materials. The University encourages sensitivity to all members of our diverse community in postings.

- A. Materials may be posted on campus bulletin boards and kiosks only (excluding special purpose bulletin boards specifically designated by campus departments or groups). A bulletin board is defined as a tackable board surrounded on all four sides by a frame. Kiosk panels are designed for tape, not tacks and are also surrounded by a frame.
- B. Tacks and staples are to be used on bulletin boards (no tape or other adhesives). Only removable tape is to be used on kiosks. Items are not to be attached to bulletin board and kiosk frames or surrounding areas.
- C. The maximum flyer/poster size for bulletin boards is 17" x 22".
- D. There is a limit of one flyer/poster per event on each bulletin board or kiosk panel.
- E. Posting of flyers/posters/banners is not permitted on windows, window treatments, painted surfaces, walls, furniture, brick, concrete, wood surfaces, buildings, light poles, trees, or campus signage.
- F. Flyers may not be left on vehicles.
- G. Door windows may not be obstructed by postings or other materials except to provide directional and scheduling information.
- H. Materials may be posted for a maximum of two weeks from date of approval. The sponsoring party is responsible for removing its postings at the end of the approved period or within 24 hours after the event, whichever comes first.
- I. Materials making reference to the use, sale or distribution of alcohol/drugs will not be approved.
- J. Materials not stamped or incorrectly posted will be removed. The posting group may lose future posting privileges. The Student Government Association maintains posting guidelines in addition to these regulations, so student organizations need to be aware of any additional requirement or penalties.
- K. Large postings can be displayed only in placard holders located on the campus. Placard locations may be reserved for rigid boards that fit the internal dimensions of the placard holders. Special directional placard locations for conferences and other recognized campus events may be reserved for the day(s) of the event only. All placard locations must be reserved through the Scheduling Office at least one week prior to posting and will be based on location availability. The group reserving the placard holder is responsible for the posting and removal of approved placards.

The Vice President may request exceptions for special events and programs through the Scheduling Office for approval for Student Development and Campus Life. Requests are to include: (1) the reason and exception is requested, (2) the special material to be posted, (3) location(s) desired, and (4) time period.

## **POLICIES & PROCEDURES**

### **FOOD REGULATION**

#### **Pot Luck Meals**

Potluck meals, which reflect the special talents or culinary need or interests of particular campus organizations, are an enjoyable amenity of the campus community. However, it is necessary to recognize that such occasions might involve risks for the University. Therefore, it is important to ensure that such organizations take proper responsibility for following procedures which protects University facilities and most importantly, the health and safety of participants.

Proper planning is essential for the success of this type programming. Any group applying for permission to have a potluck meal must meet the following conditions:

1. The group must be a recognized campus organization (student or faculty/staff). Outside organizations are not permitted to schedule potluck events.
2. The menu must consist of special dishes prepared at home. Outside caterers are prohibited, as is food purchased from restaurants, delis pizza shops, fast food outlets, etc.
3. The group must provide all the necessary equipment. University Food Service is not permitted to supply any equipment for the potluck events.
4. The group must avoid the overuse of electrical equipment. The group is responsible for all clean up and proper disposal of garbage. If cleaning is inadequate, the group may be billed for maintenance at overtime rates.
5. The faculty advisor (for student organizations) or officer (for campus organizations) must schedule the activity, sign appropriate forms, and assume responsibility for obtaining a temporary food license from the governing municipality Board of Health and/or the University designee. All groups must adhere to Chapter 12 of the State Sanitary Code.
6. The University reserves the right to cancel a function, beforehand or in progress, if a violation of policy occurs or if safety of persons or facilities is in any way compromised.

### **PROCEDURES**

1. Faculty advisors to student groups should contact the Director of Student Activities. Officers of other campus groups and departments should contact the Associate Director of Student Center Programs. Space requests will be evaluated and instructions supplied for obtaining the temporary food license. An approval for potluck events is required form the Office of Auxiliary Enterprises. In most cases, the organization will need to initially contact Auxiliary Enterprises not less than ten (10) days before the date of the event.
2. The faculty advisor/officer will be required to provide the Board of Health with a list of names and addresses for all persons preparing food for the event and a list of names and address of persons attending the event.
3. A copy of the temporary food license and supporting materials must be presented to the Scheduling Officer and Auxiliary Enterprises at least two working days before the event.

### **BAKE SALES**

Bake sales are permitted by campus organizations only. Groups wishing to hold a bake sale must:

1. Schedule the sale with the Associate Director of Student Center Programs.
2. Select foods that are generally non-perishable.
3. Handle foods in a sanitary manner and avoid health hazard.
4. The use of electric appliances is restr8icted to those outlets designated by Physical Plant.

## **MONEY POLICY**

Student Organizations that are collecting money during an event and whom are required to deposit their profit from the function must make arrangements with either the SGA Executive Board, Student Activities or University Police prior to the event.

**Although the Student Center Program Coordinator Staff may accompany the police officer and the representative of the sponsoring student organization to their office in the Student Center or Annex to witness deposit, they will not become directly involved in any financial transactions or arrangements. Under no circumstance will they accept responsibility for money or deposits. Deposits should be made as soon as possible and no later than one half hour prior to the closing hour of the Student Center.**

In the event where money is collected at a party, a member of Student Activities, University Police and sponsoring student organization will be present at the counting of monies to verify the amount collected (see party policy pg\_\_\_\_). The money will be placed in an envelope and sealed. The amount will be printed on the envelope and those individuals who were present for the counting of the money shall sign the envelope. The money will then be transported to University Police and stored until the following business day. A member of the SGA Executive Board will then pick up the money and immediately deposit it with the SGA Bookkeeper.

## **ALCOHOL POLICY**

In this state, the sale of alcoholic beverage is expressly prohibit unless under the authority of a license or permit. The use of alcoholic beverage on this campus will be limited to the Student Center and University premises eligible under the Alcoholic Beverage Commission Special Permits. All participants must be at least 21 years of age. Proof of age must be shown.

At those activities where a permit to serve alcohol has been granted, Food Services or the Host is responsible for the above regulations. Alcohol is restricted to the licenses area only. In general however, the Student Center Program Coordinator is responsible for monitoring of this policy throughout the building and will work with the Food Services Manager where appropriate.

On occasion when someone brings liquor into an area where alcohol is not permitted, the Student Center Program Coordinator will inform the individual of the University's alcohol policy and present the alternative. That person has the option of leaving the facility with the alcohol or surrendering it to a staff member for disposal. However, if the person appears incoherent or inebriated, assistance from University Police and/or Student Activities will be sought.

## **SMOKING POLICY**

Montclair State University is a Smoke-Free campus. No smoking is permitted inside any of the buildings.

## **PARTY POLICY**

Attendance:

- Maximum capacity for parties – 400
- Maximum number of workers – 30 (must be MSU students only)
- MSU students are permitted to have no more than two (2) guests.
- MSU students, their guests and visitors must possess a valid college ID.

Admission Procedures:

- Party goers will enter into the party from the outside doors of the main cafeteria.

- Stanchions will be placed so two lines are formed with one line exclusively for MSU students and their guests and the other line will be for outside individuals.
- Visitors not accompanied by an MSU student will be allowed to enter the party one hour after the doors officially open.
- All ID's will be checked by MSU POLICE- **only college ID's will be accepted.**
- All partygoers will have to go through a metal detector.
- An MSU student with guests must accompany them at the time of entrance. An MSU student CANNOT sign in a guest after they have already entered the event.
- Guest ID's will be collected by a Student Activities representative. The ID's will be placed in a packet and a ticket will be issued to the guest; the ID will be placed alphabetically in a box. **The same procedure will be followed for all visitors.** ID's will not be collected from the MSU students.
- Once the ID's are collected, the MSU student and his/her guests shall pay the admission and receive wristbands.
- The sponsoring student organization and MSU Police have the right to be selective in the cases where a student or guest is visibly intoxicated, high, or extremely belligerent.

#### Departure Procedures:

- A guest or visitor who wants to leave prior to the end of the party must pick up their ID, have their wristband removed and then exit the building.
- All exists are final for MSU students, guests and visitor.

#### Security Procedures:

- Members of the sponsoring organization must be present through the entire event.
- A member of the sponsoring organization must be the designated program coordinator and must make him/her accessible at all times.
- Members of the sponsoring and co-sponsoring organization are required to patrol the inside of the part at all times.
- Three students will be stationed inside the party on patrol. The three students will have walkie talkies, as well as at least one MSU Police Officer in order to remain in contact with one another. The students will not interfere with any situation that arises within the party but will inform the MSU Police immediately.
- Only the Normal Avenue entrance will be open at the start of the party.
- A Police Office and/or security will be stationed at the entrance.
- The MSU Party Policy will be posted at the front gate and outside of the Student Center.
- All those entering the University will have to show identification at the entrance. If they are not MSU students and are attending the party, they will be informed of the MSU guest policy.
- Police and/or security will monitor inside and outside numbers and notify the front gate when it looks like capacity at the party has been attained.
- A security guard will be assigned to the Bohn-Blanton Quad from 10pm when a party exceeds 200 people.
- The security guard stationed at Lot 28 will also check ID's.
- The guards will inform visitors when the party has reached capacity.
- When capacity has been reached (400), only members of the MSU community will be allowed to enter the campus.
- University Police and security will be responsible for disbursing the crowd outside the party.

#### Advertisement:

- Flyers may not be posted until a meeting has been held with Student Activities and University Police.
- It must be clear that the SPONSORING organization has "top" billing on all means of advertising. Co-sponsoring organization may be included on all marketing tools but only in a capacity of co-sponsor.
- All advertisement must have administrative approval prior to distribution.

- All flyers must have the starting and ending time of the event.
- Flyers must state that all visitors must have valid College ID's.
- Flyers must state no alcohol or illegal substance will be permitted in the party.
- Flyers must state MSU has the right to be selective.

#### Procedural Requirement:

- The reservation form may only be signed off by the president, vice-president or designated leader of the sponsoring organization. It must be submitted to the Office of Student Activities at least one month prior to the party.
- Sponsoring and co-sponsoring organizations must meet with Student Activities at least three weeks prior to the party, at which time the party policy will be reviewed and a copy of the party policy signed, stating that they understand and will abide by the policy.
- Sponsoring and co-sponsoring organizations must meet with the Chief of Police at least two weeks prior to the party. Failure to meet the two-week deadline will result in the cancellation of the event and the removal of the organization and co-sponsoring organization from the next party lottery.
- A list of students who will be working the party will be submitted to Student Activities twenty-four hours prior to the event.
- **All monies collected at the party will be counted then locked in the University Police safe for the weekend and then picked up by the designated SGA official on Monday.**

#### FLAGSTAFF REGULATION

There are five flagstuffs on the campus of Montclair State University designated for the display of the American flag. The only other flag that may reside on these staffs is the POW/MIA flags always flown below the American Flag. American flags may be left on the staff twenty-four hours a day as long as artificial lighting is provided during non-sun lit hours.

There are two other flag staffs located next to University Police on either side of the American Flag flagstaff at that location. These staffs permanently display the New Jersey State Flag and the POW/MIA flags respectively. The POW/MIA flag may be replaced with the University flag when available and the POW/MIA flag may be flown on the same staff as the American Flag as above. In addition there are two flagstuffs on the east side of the Student Center located on either side of the American Flag flagstaff in that area. The shorter staff next to the Student Center may be used for the New Jersey state flag and University flag respectively. The University may relinquish the use of these two staffs to flag shaped banners to signify University-recognized "days", "weeks", and/or "months". Examples of these University-recognized occasions include: African-American Heritage Month, Latin American Heritage Month, Women's Month, National Gay Pride Week, Equal Opportunity and Affirmative Action Day and special campus festivals. Only special banners directly related to recognized university departments and/or organizations will be permitted. Banners require the approval of the University for display on university flagstaff. These banners may have the name of the recognized organization/department, logo and the name of Montclair State University (the use of Montclair State University is not required). The logo or wording on the banner may not violate university policy or depict modes of injury or humiliation of others. The use of special banners is limited solely to "celebrate" the diverse life of others. The use of special banner is limited solely to "celebrate" the diverse life of the members of Montclair State University community. Flagstuffs are not to be used to display flags of other states, territories, and nations or for the expression of political views or religious beliefs. The top of flags or banners on these staffs must always be lower than the adjacent American flag.

The American Flag is flown at full-staff at all times except on the following occasions:

- National holidays commemorated with the lowering of the flag.
- Federal notification of an event requiring the lowering of the flag.
- Gubernatorial notification of an event requiring the lowering of the flag.
- University President notification of an event requiring the lowering of the flag.



The etiquettes of lowering, raising, and disposing of damaged flags rests with the Office of University Police. The acquisition of flags for each location will remain with the respective departments presently responsible for those flags. The duration of lowering the American or the University flag for an immediate death is from time of notification to internment unless otherwise specified in the original notification. The University President will authorize the lowering of the University flag in honor of a Montclair State University member who has died. The duration of half-staff for the University flag will be the same as for the American Flag. All notification will be directed to University Police who will fulfill these duties. For notification provided through federal or state sources, University Police will immediately notify both the Office of the University President and the Vice President for Student Development and Campus Life. At the time of lowering of the American Flag to half-staff all adjacent flags will be lowered to remain lower than the American Flag.

The University's Flag Regulation operates in concert with United States flag laws and regulations as contained in Public Law and amendments. The federal law and amendments are addendum to this regulation.

## **ELECTION PROCEDURES**

### **Class One and Media**

Class One and Media organizations should follow their respective constitution in regards to the process in which their elections are to be conducted.

**\*Please be aware that the Attorney General must be present at all elections for them to be valid.**

You should notify the Attorney General one month prior to the date of your election and submit the appropriate information (time, place, etc.) and see if s/he is available

## SGA POSTING POLICY AND REGULATIONS

### FLYERS AND POSTERS

#### 1. Size

- a. Posters-maximum 14" x 27"
- b. Flyers-maximum 8 1/2 x 11"

#### 2. Circulation

- a. Use non-department bulletin boards only. No posting on trees, light posts, buildings, doors, glass windows, and painted surfaces.
- b. No flyers should be placed on vehicles.
- c. Large quantities of flyers can be left at the Student Center Information Desk.
- d. Do not use tape on bulletin boards.
- e. Posting within the Student Office located in Room 400.
- f. Posting with Residence Halls should be approved by the building director or posting authority.

#### 3. Sponsorship

- a. All posting should sit the sponsoring organization
- b. All posting should have date of printing

#### 4. Circulation

- a. One flyer per board
- b. Two flyers or one poster per room
- c. Four Flyers or two posters on Kiosks.

#### 5. Removal

- a. All posters and flyers should be removed by the sponsoring organization within one month of the date of printing.

### PLYWOOD SIGNS AND OTHER NON-PAPER SIGNS

#### 1. Size

4 x 8 plywood or less

#### 2. Location

- a. First come first serve basis
- b. Should not impede the flow of traffic or restrict pedestrians or motorists visibility
- c. Sign should be secured such that they are immobile, **but not nailed into trees.**

## VIOLATIONS AND PENALTIES OF ADVERTISING POLICY CAN BE FOUND IN THE SGA STATUTES ARTICLE V, SECTION 8

At the beginning of the fall semester, there will be a grace period of two weeks or until the first general membership meeting of each organization, whichever is shorter. If there is a violation during the grace period, there will be a warning letter issues. If no infraction is made during the grace period, the first warning letter will be sent for the first infraction after the grace period.

# OFFICE POLICIES

## SUBMISSION OF ORGANIZATION MINUTES

One of the requirements for all organizations is the recording of minutes, as outlined in Article Five, Section Three of the SGA Statutes. All organizations are required to submit minutes to the Executive Secretary twice each month but are encouraged also to submit them after every meeting.

### MINUTES MUST INCLUDE:

- The organization's name, listed at the top of each page
- The date the meeting was held
- The beginning and ending time
- The number of members in attendance
- At least a general outline of the topics discussed, but as much detail as possible
- Results of all votes taken

\*It shall be at the discretion of the Executive Secretary to determine if submitted minutes include the above mentioned items and are legitimate minutes.

Minutes are due no later than 4:00pm on the Friday of the week they are due; otherwise they will be considered late. The Executive Secretary may excuse late minutes if there is just cause, which must be included with the submission of the minutes. If minutes are late without being excused twice, it will count as one missed submission of minutes, as outlined in Article Five, Section Three, Letter B, number 5.

If, for any reason, there are no minutes for a regularly scheduled meeting, the organization's Secretary must contact the Executive Secretary before those minutes are due to obtain approval for the excuse.

Failure to submit minutes will result in disciplinary action:

- First Offense: Warning Letter  
Second Offense: Suspension of office privileges, including the duplication of flyers  
Third Offense: Decharterment procedures will be initiated

## MAILBOX PRIVILEGES

Every SGA organization is provided with a mailbox in the SGA office (SC 103). Mail may be retrieved during regular business hours. It is imperative that the mailbox be checked frequently. Please pay special attention to any message written with SGA letterhead. The SGA will often send important information through the organizations' mailboxes. All mail should be reviewed by the organization's executive board in a reasonable amount of time.

## ORGANIZATION COPIES

Organizations may have copies made in the SGA office, the cost being deducted from the \$50 office credit offered to each Class II and III organizations. There is a \$150 office credit for Class IV organizations to make copies. In order to have copies made, fill out a copy request form next to the Office Coordinator's door. Note any special requests and desired colors. Leave the correctly filled out form with the original copy in the Office

Coordinator's mailbox where you picked up the copy request form. Your copies will be returned in your organization mailbox in the SGA office as soon as possible.

### **Annex Offices**

All student center annex offices are University Space under the supervision of the SGA Executive Branch. Student organization office space needs will be designated at the discretion of the Branch through the Vice President's office. In accordance with the Statutes Class One and Media organizations shall be given priority in requesting space.

In addition organization Executive Boards are responsible for activities occurring in the offices they are given by the SGA, and ensuring that all University Policies are complied with.

Organizations that violate University Policy or regulations, or misuse the office space designated to them under the SGA, are subject to sanctioning and possible loss of office space privileges depending upon the seriousness of the situation.

### **Key Policy**

Key requests shall go through the office administrator for approval by the SGA Vice-President. The executive board members of each organization, that has an office, shall be entitled to keys to their respective office, provided that the appropriate requests are filled out. Request forms are available in the SGA office.

### **Stationary, Official Organization Documents and Advertising**

All formal letterheads, organization flyers, memos, cards, letters, advertisements, or products bearing the name of any chartered organization of the SGA, must include that organization's charter class with the SGA, whether that is a Class One, II, III, IV or Media organization.

Exceptions for specific instances or circumstances shall be made at the discretion of the SGA Executive Secretary and President.

### **SGA OFFICE SERVICES**

The SGA offers services to MSU students. The following is a list of those services of importance to student organizations, available while the Office Administrator or Bookkeeper is in.

- **FREE FAX:** Students can send a fax for free from the Office Coordinator's office
- **NOTARY PUBLIC:** Legal documents can be notarized for free in the SGA Office
- **LAMINATION:** 8 1/2 x 11 and 8 1/2 x 14 documents can be laminated for \$1 per page
- Please stop by the SGA office for a complete list of our services.

### **OFFICE HOURS**

The SGA office hours for the 2008-2009 academic year are as follows:

MONDAY-FRIDAY 8 am To 4pm

Office Staff:

Betty DeRose  
Office Administrator  
(973) 655-4202

Pamela Mitchell  
Bookkeeper  
(973) 655-420

## **Miscellaneous Policies**

### **Prizes**

Any prizes, gifts, awards, or honors not collected or picked up before the end of the semester in which they are won, will be forfeited back to the SGA unless prior arrangements are setup with the SGA Executive Board in writing, which detail how the item/items are to be picked up in the next term.

### **Charity Donations**

As outlined in the SGA Statutes and Executive Financial Policies, any money that an organization wishes to donate to a charity must be approved by the SGA President and Treasurer prior to donating the money. All money collected for charity must be brought in to the SGA Treasurer's office and deposited with the SGA Bookkeeper. It must be noted that this money is from a charity event and not personal organization revenue. All money polices must be followed, and if a donation is approved, then the SGA will issue a check to the charity organization on behalf of the SGA organization who raised the money.

### **Event Deposits**

The SGA has a no Refund Policy for money put down on events, unless specifically stated otherwise in regards to a specific event

### **Legal Counsel and Interpretation of Law**

The SGA will not pay for law suits for between two or more SGA departments or organizations. Organizations seeking legal advice can follow the provisions in Article Six of the SGA statutes.

The SGA Judicial Branch and Attorney General shall be utilized in all cases arising within their jurisdiction under the SGA for inter organizational conflict and disputes. For further information, their respective powers are enumerated in the SGA Constitution and the SGA Statutes.

### **SGA Co-Sponsor Ships**

\*Organizations may request co-sponsorship for an event from different SGA Departments.

The Legislative Branch must follow the same procedures as other chartered class II and III organizations for appropriations, including co-sponsorship for an event.

\*An organization may also make a formal request to the SGA President for co-sponsorship from the Executive Branch.

Funds in budget lines designated for specific organizations, branches, or committees in the SGA Executive General Corporate Operations Budget, will be disbursed after a designee from the organization, branch, or Committee has requested use of said funds from the SGA President, and after said request has been approved. This request should be in writing.

\*Any organization that does not have an approved SGA charter on file with the SGA Vice President, wishing to receive money from the SGA fee must receive prior approval from the SGA Board of Trustees before requesting funds from the Legislature.

\*No SGA chartered organization may have a bank account outside of the SGA Treasurer's office. Further more no SGA or non-SGA organization may use the SGA federal tax ID number or SGA name to open or maintain an outside bank account.

### **Equipment and Supplies**

All equipment and supplies must be purchased according to the financial policies found in Article Six of the SGA Statutes and subsequent Executive Financial Policies.

All equipment and supplies purchased through the SGA for an organization are SGA property.

All Class One and Media organizations must keep all SGA equipment and supplies locked in their respective offices, provided that they have an office on campus. This includes items donated to an organization that is under the SGA.

Class II and III organizations, and IV if applicable, shall utilize the class II and III storage space if they do not have their own office to store SGA materials. If for any reason a Class One or Media organization does not have an office space, they may also store things in the general class II and III storage space.

Failure to store items appropriately and report purchases of equipment and supplies to the SGA Treasurer's office, will result in sanctioning.

### **Greek Council**

Following Article III, Letter A. of the SGA statutes, Greek Council Executive Officers shall be under the SGA Executive Branch, and as such shall serve as ex-officio members on the SGA President's Cabinet.

Funds in the SGA Executive General Corporate Operations Budget, designated for Greek Council, will be disbursed after the SGA President and Treasurer have approved the event, and have received written confirmation from either a Greek Council Executive Board member or the Director of Greek and Social Fellowship that the Greek Council has approved the event.

## **Violations of Executive Policies**

Some sanctions are outlined under specific sections in this policy manual. Additional sanctions and penalties shall be imposed at the discretion of the SGA Executive Branch and Board of Trustees as necessary.

Unless another action is deemed appropriate by the Board, the following penalties shall apply to all breaches of executive policies;

**First Offense**-Warning Letter/Notification

**Second Offense**-5% Budget Penalty or \$500 fine, whichever is lower

**Third Offense**-De-charterment proceedings initiated or a temporary sanctioning initiated

\*Gross violations of rules and policies by organizations may warrant suspension pending an official investigation.

**\*Executive Board office hours are subject to change each semester and with class conflicts. Weekly hours for each officer can be found posted in the SGA Office.**

## **SGA EXECUTIVE BOARD 2008-2009**

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**x.4326**

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**Bryan F. Fucetola**

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**Vice President**

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**Treasurer**

**Amy E. Brooks**

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**x.7436**

**Secretary**