



What is SGA? Student Government 101

CCSLA SGA Series 2025-26

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Student governments (SGA) are the organizations on college campuses that _____ students, serve as their voice, and exist to enhance the educational experience for everyone that attends their college or university.

SGA is not something to be _____ by, but to be _____ in.

SGA is the first line of _____ against proposals and items that students would not want, and also the first line of _____ for things that they do.

Governing Documents

The Constitution defines the _____ and principles of the organization. It provides a _____ and framework for the organization such as _____ of government, line of succession, and creation of the _____.

The Bylaws are the document that sets forth _____, policies, regulations, _____ and responsibilities, and duties of officers, the executive board, and the other members of the SGA.

As the Constitution and/or Bylaws are the foundational and structural document of the organization they _____ be suspended by the SGA. Ever. (*per Robert's Rules of Order*)

They have an amending procedure which is deliberately established in such a way as to take some time to complete. This keeps the organization's _____ from being subject to spur of the moment changes that might be detrimental.

They should be _____ periodically for any changes or updates that may be necessary. I recommend at least every _____ year, on a _____ basis if you have both documents. The review should be completed by a _____ and not the executive officers, if possible.

_____ Rules and/or Policies and Procedures defines procedures, traditions, and decorum. Could include items such as:

1. _____ code
2. _____ hours
3. _____ and other compensation
4. Travel _____
5. Other?

Roberts Rules of Order, Newly Revised is typically defined as the resource for anything _____ in the governing documents.

Code of _____: Spells out _____ SGA members have to the organization and the _____. It should be _____ by each member for _____ and to confirm their _____.

Importance of Committees

1. Opportunity for various aspects of the college/university community to come _____ (students, faculty, staff, and administration)
2. The voice of students matters – _____, implemented through committees, gives a platform to that voice
3. Committees give students a chance to _____ their leadership skills
4. A chance for students to _____ with faculty and see the inner workings of the college/university
5. Students will grow as people, leaders, and be more _____ to the college/university
6. Can serve as a _____ for future SGA executive officers, Senators, Directors, etc.
7. Gets students _____!!!

Successful Committees

1. Are _____
2. Have an _____
3. Seek and include participation from all _____
4. Engage through brainstorming and asking _____
5. Make everyone feel _____ in the committee space – all are on a level playing field

Basic Roles and Responsibilities in SGA

1. **President:** The Chief _____ Officer of SGA. Typically _____ meetings of the Executive Board and the Legislative branch or body. Serves as _____ for the SGA and works with faculty and administration.
2. **Vice President:** _____ in line of the SGA, responsibilities vary from school to school. Usually run the meetings if the President is _____ and assumes the role of the President should they be _____ to continue to serve.
3. **Secretary/Scribe:** Is the _____ of SGA. Keeps the _____ of meetings and distributes them to members, students, faculty, administration, and others. (Minutes are a record of what happened at meetings, they are not a word for word _____) May also track _____ including excused and/or unexcused absences. *Minutes template available for free at <https://bit.ly/3HFIxeI>*
4. **Treasurer:** Chief _____ Officer of SGA. The Treasurer is responsible for all money matters including _____, funding requests, and monitoring _____. They report on the financial _____ of SGA at meetings of the Executive Board and the Legislative branch or body.

- 5. **Parliamentarian:** Assists meeting chair(s) with maintaining _____, adherence to _____ of Order, and _____ with the governing documents.

- 6. **Senators and/or Members:** Make up the _____ branch or body. They make _____, confirm _____, and keep in regular _____ with the student body, including clubs, groups, etc.

- 7. Other??: What other positions does your SGA have and what are they responsible for? _____

For more specific roles and responsibilities for your campus, review and discuss your constitution, bylaws, and any other governing documents.