



# Officer Roles, Responsibilities, and Transitions

*Montclair State University SGA Executive Board  
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Dave Kelly, *America's Student Leadership Trainer<sup>sm</sup>*

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

## Preamble

We, the undergraduate students of Montclair State University, in order to establish a \_\_\_\_\_ government; to encourage the \_\_\_\_\_ of leaders and participants for the community and the State of New Jersey; to stimulate an \_\_\_\_\_ of the rights and responsibilities of students in relation to the community; to \_\_\_\_\_ cultural, social, and physical welfare, and to promote general the welfare of this \_\_\_\_\_ do hereby ordain this Constitution.

## Who are the members of SGA?

All duly registered undergraduate students of Montclair State University who have paid the \_\_\_\_\_ shall be members of the SGA, Inc., and shall be subject to the Constitution, statutes, and laws of the SGA. Student membership in any of the particular classes or schools shall be determined by the academic rules of the University.

## Purpose of SGA

- to provide the means whereby the members of the Student Body may \_\_\_\_\_ themselves effectively in the programs of the University which directly affect their intellectual, social, economic, physical, and spiritual welfare;
- to promote better \_\_\_\_\_ by developing and promoting student responsibility and providing practice in democratic living;

- to coordinate and regulate the activities of student organizations for the \_\_\_\_\_ of the entire educational community;
- to carry out those \_\_\_\_\_ expressed in the Certificate of Incorporation.

### **Roles and Responsibilities**

President:

- \_\_\_\_\_ members of the Cabinet, except ex-officio members, subject to a two-thirds vote of the Legislature; and remove, at discretion, any officer appointed;
- \_\_\_\_\_ over all meetings of the Cabinet, exercise all powers pertaining to the calling of meetings, and the conduct of business in accordance with this Constitution, and coordinate the performance of the duties by the Cabinet members;
- submit by March to the Legislature for approval an estimate of the \_\_\_\_\_ for the following year;
- take care that the laws are faithfully \_\_\_\_\_;
- from time to time inform and \_\_\_\_\_ to the Legislature matters concerning student welfare;
- act as the official host, \_\_\_\_\_ and signatory of the SGA;
- appoint the ad-hoc committees with the \_\_\_\_\_ of the Legislature.
- have the power to \_\_\_\_\_ acts or any part thereof, of the Legislature and amendments to this Constitution proposed by that body, provided that such power is exercised no later than on the fourteen day of passage. The first day of passage is considered to be that day it was passed by the Legislature. A bill shall become law if:

1. The President approves and signs it within the period allowed for consideration, or;
2. The President does not return it to the Legislature, with a statement of objections, before the expiration of the period allowed for consideration, or;
3. Upon reconsideration of the bill object to by the President, two-thirds of the Legislature agrees to pass the bill, or three-quarters of the legislation originally approved by a two-thirds majority. The President's objections shall be entered into the minutes of the proceedings at the next regular meeting of the Legislature, or;
4. The President signs legislation which has been amended and reenacted by the Legislature after the President's objections within six days after being re-forwarded by the President of the Legislature. No bill shall be returned by the President a second time.

**Vice President:**

- be the President over the Legislature and \_\_\_\_\_ over the meetings of the Legislature;
- succeed to the presidency should that office become \_\_\_\_\_ and, at such time, have the power to nominate a successor subject to the approval of two-thirds of the entire Legislature;
- forward all acts of the Legislature to the President within \_\_\_\_\_ of their passage;
- be in charge of charters and applications for all \_\_\_\_\_;
- be a member of the President's \_\_\_\_\_

**Treasurer**

- disburse all \_\_\_\_\_ appropriated by the Legislature;
- assist the President and be assisted by the Financial Advisor in preparing the \_\_\_\_\_ and compiling the account of expenditures for the Legislature; and report monthly to the Legislature at a regular meeting;
- review and formulate financial \_\_\_\_\_ subject to approval of the Legislature;
- recommend to the President the appointment of such \_\_\_\_\_ as are necessary to execute the Office of Treasurer;
- be a member of the President's \_\_\_\_\_.

**Secretary**

- maintain all \_\_\_\_\_ and files of the SGA and shall arrange for permanent \_\_\_\_\_ of its archives;
- recommend to the President of the SGA the appointment of the Clerk of the Legislature who shall keep \_\_\_\_\_ minutes of the proceedings of the Legislature and perform other duties as the Legislature and the Secretary may direct and of such undersecretaries as are necessary to executive the Office of the Secretary;
- be \_\_\_\_\_ for the correspondence and office operations of the SGA;
- utilize every possible source to \_\_\_\_\_ the activities of the SGA among the students of Montclair State University;
- be a member of the President's \_\_\_\_\_.

Attorney General

The Attorney General of the SGA shall be the legal \_\_\_\_\_ of the President of the SGA, Inc.; shall hand down advisor opinions on the laws to \_\_\_\_\_ of the SGA, Inc., who shall request same and shall be in charge of the SGA elections. The Attorney General shall be the past President of the SGA, Inc., in the event that the past President cannot hold the position, it shall be filled by appointment of the outgoing President with the advice and consent of the outgoing Legislature.

**Transitions**

Meet with your predecessors

- Get any files or \_\_\_\_\_ they have
- Find out what \_\_\_\_\_ consider to be their successes and/or failures
- What work \_\_\_\_\_ needs to be done?

Prepare for next year's transitions

- Organize records, documents, etc. that you want to pass on and \_\_\_\_\_ them during the year
- Put together a transition \_\_\_\_\_ for your successors
- Be intentional about transition – this is your \_\_\_\_\_!