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# Student Government Development, Leadership, and Advocacy

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

I. **Roles and Responsibilities** may vary from school to school and campus to campus, but they may include:

A. \_\_\_\_\_ of student needs, desires and concerns to faculty, administration, the community, and elected officials.

B. \_\_\_\_\_ of clubs and organizations to exist on campus, based on established criteria, allowing access to meeting facilities, posting of flyers, funding, etc.

1. Who establishes the criteria at your school/campus?

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2. What benefits do Registered Student Organizations receive?

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C. Budgeting and \_\_\_\_\_ of student activity fees.

D. Providing \_\_\_\_\_ and educational options to engage students and enhance campus life.

E. Participation on college/university \_\_\_\_\_ to provide student perspectives and to protect the rights and interests of students.

F. What else?

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## II. Governing Documents

### A. Constitution

1. Defines the \_\_\_\_\_ and principles of the organization
2. Spells out the \_\_\_\_\_
  - a. Typically, all students \_\_\_\_\_ at the college/university
  - b. Some schools have \_\_\_\_\_ SGAs for undergraduate and graduate students
  - c. There are campuses define members as students taking a \_\_\_\_\_ number of credit hours
  - d. \_\_\_\_\_ vs. \_\_\_\_\_ students may be another distinction
  - e. Other? \_\_\_\_\_
3. Establishes the basic structure of the organization
  - a. \_\_\_\_\_
  - b. Officers
    - i. Elections
    - ii. Term of office
    - iii. Powers
    - iv. Governing rules
    - v. Meetings
      - a. Who is the chair and line of succession?
      - b. Creation of the agenda and deadlines
    - vi. Quorum
4. Must provide for amendments and procedures for ratification

### B. By-laws

1. Sets forth the \_\_\_\_\_ for operating the organization
2. Defines the criteria to be member
  - a. Requirements
  - b. Responsibilities
  - c. Guidelines for removal of a member

- 3. Dues and other fees
- 4. Duties of the officers
  - a. Powers
  - b. Responsibilities
  - c. Job descriptions
  - d. Procedures for filling vacant positions
  - e. Removal from office
- 5. Membership and duties of the \_\_\_\_\_ Board
- 6. Committees
  - a. Standing
  - b. Creation of special committees
  - c. Selection of members'
  - d. Chair appointment and/or selection
  - e. Meetings
  - f. Powers and duties
- 7. Must provide for amendments and procedures for ratification

- C. \_\_\_\_\_ Rules and/or \_\_\_\_\_
  - 1. Defines procedures, traditions, and decorum
  - 2. Could include items such as:
    - a. Dress code
    - b. Office hours
    - c. Stipends and other compensation
    - d. Travel policies
    - e. Other? \_\_\_\_\_

D. Roberts Rules of Order, Newly Revised is typically defined as the resource for anything not covered in the governing documents

III. Legislation

- A. Proposals
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_

- a. \_\_\_\_\_ – is the “whys” and “whats” of the proposal. There is no limit to the number of these you may have.
- b. \_\_\_\_\_ – is the action to be taken. There is typically very few of these, but some proposals may require several actions.
- c. \_\_\_\_\_ – Further actions that the SGA requests be taken with the resolution such as distribution, posting on websites and social media, forums, etc.

B. What kind of proposals should SGA members make?

- 1. Items for \_\_\_\_\_ on campus
- 2. Support of causes and \_\_\_\_\_ of students and clubs/organizations
- 3. Positions on \_\_\_\_\_ at local, state, and national levels of interest to students
- 4. Honoring significant \_\_\_\_\_ of those in the campus community
- 5. Other? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. Advocacy

A. Forms and methods

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. What to do:

- 1. Know what your position is and \_\_\_\_\_, and support it with facts, \_\_\_\_\_ evidence, and data. Be concise and focused.
- 2. \_\_\_\_\_ with members of the opposition is of little benefit: they have their constituencies to represent, just as you do. Learn their positions so you can \_\_\_\_\_ them, but don't hope to sway them to your side.

3. Work your side but be \_\_\_\_\_ of those on the other side. Your adversary on one issue may be your \_\_\_\_\_ on another.
4. If someone on the opposition chooses to make a \_\_\_\_\_ out of themselves, get out of the way and let them!
5. Just because you did not \_\_\_\_\_ on an issue does not mean that your voice was not heard. Take defeat \_\_\_\_\_ to preserve relationships for future issues.

C. What not to do:

1. Never \_\_\_\_\_! Integrity is all you have. Know your \_\_\_\_\_ and support it, even in the face of \_\_\_\_\_ from a decision maker. Sometimes they try to challenge you to see the level of conviction that you have.
2. Don't \_\_\_\_\_, \_\_\_\_\_, or lose your \_\_\_\_\_ with decision makers! They have the power to give you what you \_\_\_\_\_!
3. Calling \_\_\_\_\_ is never \_\_\_\_\_

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