



Student Government Development, Leadership, and Advocacy

*Associated Students of Moreno Valley College
(ASMVC)
2020 Training and Orientation*

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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. Specifically, The Associated Students of Moreno Valley College (ASMVC) are dedicated to providing all students with opportunities to develop _____ skills through participation in student government, campus clubs and organizations and _____ programs.

I. **Special 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 Moreno Valley College?

2. What benefits do Approved Student Organizations receive?

C. Budgeting and _____ of student activity fees.

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

E. Participation on Shared Governance _____ to provide student perspectives and to protect the rights and interests of students.

F. What else?

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. _____
 - i. The _____ **(BOC)** is ideal for students that like to plan special events and activities for the entire student population and community.
 - ii. The _____ **(MCAC)** ensures students can be involved in multi-cultural activities and education.
 - iii. The _____ is charged with, among other things, handling and allocating over \$150,000 in funds for recognized campus clubs and organizations.
 - iv. The _____ is for students looking into the legal system as a future career.

- v. The _____ (ICC) is for club members to represent their clubs and to advertise their club activities.
- b. Officers
 - vi. Elections
 - vii. Term of office
 - viii. Powers
 - ix. _____ rules
 - x. Meetings
 - a. Who is the _____ and line of succession?
 - b. Creation of the _____ and deadlines
 - xi. Quorum
- 4. Must provide for _____ and procedures for _____

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 _____ of a member
- 3. _____ and other fees
- 4. Duties of the officers
 - a. _____
 - b. Responsibilities
 - c. _____ descriptions
 - d. Procedures for _____ vacant positions
 - e. _____ from office
- 5. Membership and duties of the _____ Board

- 6. _____
 - 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, _____ and _____
- 2. Could include items such as:
 - a. _____ code
 - b. _____ hours
 - c. _____ and other compensation
 - d. Travel _____
 - e. Other? _____

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

III. Student Government 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. “Be It Further Resolved” – 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? _____

C. Meeting Agenda

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Comments from the Public (no more than 3 minutes each with no more than 15 minutes total)
6. Old Business
7. New Business (items are numbered with the year first, then its number in sequence, for example 19-5)
8. Official Reports
 - a. President
 - b. Vice-President
 - c. Ad-Hoc Committee
 - d. Finance Committee
 - e. Legislative Committee
 - f. Advisor
9. Announcements
10. Adjournment

IV. Advocacy

A. Forms and methods

B. What to do:

1. Know your positions 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 _____.