



SGA Leadership Forum for Declared and Potential Candidates

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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.

- 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.
 - 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?

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, class reps, etc.

Successful Committees

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

How to Recruit Students for Committees

1. _____
2. _____ membership requirements
3. In class by _____ members
4. From First Year/ Emerging _____ Programs
5. _____ on _____
 - a. The committee prepares a semester-long and year-long recruitment _____ based on these ideas and other best practices.
 - b. Serve as an _____ for interested students.

c. Can work to _____ students to run for elective and/or higher office.

d. Appoints students to _____ on SGA and college/university committees. If students are not serving on college/university committees, then the _____ is not heard!

6. Other ideas???? _____

II. Governing Documents for SGAs and Clubs/Organizations

A. The Basics – A Mnemonic – NO MOME CPA

N _____

O _____

M _____

O _____

M _____

E _____

C _____

P _____

A _____

How can the Student Government help clubs and organizations create their governing documents? 3 keys:

- 1) Provide a fill-in-the-blank template that they can complete and adopt if acceptable.
- 2) Indicate certain standard language that is required regardless of the type of club or organization, such as non-discriminatory clauses.
- 3) Provide space for them to customize things unique to their club or organization.

- B. Constitution
1. Defines the _____ and principles of the organization
 2. Spells out the _____
 3. Establishes the basic structure of the organization
 - a. _____
 - b. Officers
 - i. Elections
 - ii. Term of office
 - iii. Powers
 - iv. _____ rules
 - v. Meetings
 - a. Who is the _____ and line of succession?
 - b. Creation of the _____ and deadlines
 - vi. Quorum
 4. Must provide for _____ and procedures for _____
- C. 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

D. _____ 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? _____

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

III. Running Meetings:

A. Basic Agenda

- 1. Call to _____ - start of the meeting
- 2. _____ The number that must be present to hold a meeting (*Usually it is a majority of the members*)
- 3. Presentation of the _____ - Record of the previous meeting. The minutes are either passed out at the meeting, distributed electronically, or posted on a platform for members to review. Make any corrections or additions, then accept as presented or corrected.
- 4. _____ Reports – Officers report on their activities, concerns, needs. Etc.
- 5. _____ Reports – report on their activities, concerns, needs. Etc.

6. _____ Business – Items left over from previous meetings
7. _____ Business – New items for consideration
8. _____ Information for the benefit of the organization
9. _____ - End of the meeting

B. Responsibilities of the Chair

1. _____ the meeting, effectively and fairly.
2. Set and /or follow the published _____.
3. Call on _____ to participate, make motions, and speak.
4. Restate _____ after they are made.
5. Rule on parliamentary _____
6. _____ discussion and call for votes

IV. Student Government Legislation: Before _____, have a _____.

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