



What is SGA? Student Government 101:

Governors State University Student Senate Training

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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.

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 Document

The key document for the GSU Student Senate is:

The _____ – this is typically the framework of an organization. Who the members are, purpose of the organization, and the structure of leadership, including roles and responsibilities. The GSU Student Senate Bylaws are 10 pages long.

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

It has an amending procedure which is deliberately established in such away 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.

Mission

The mission of the Student Senate is to promote the _____ of GSU students. This is accomplished through the representation of student concerns, viewpoints, and interests regarding _____ to the administration, staff, and faculty. Through this work, the Student Senate will strive to improve the quality of _____ experiences at GSU and provide _____ opportunities for its members.

Authorities and Powers

The Student Senate is established under the _____. The authorities and powers vested in the students of GSU shall be exercised by Student Senate, except where otherwise described in the GSU Constitution, policies or Board of Trustee Regulations.

Role of the Student Senate

The Governors State University Constitution states the following:

The Student Senate shall recommend policies for student _____ and student services such as the expenditure of student _____, the organization of student _____, student _____, and campus physical resources; to the Advisor for consideration of implementation.

The Student Senate shall advise on _____ and administrative _____ for the University as requested and shall advise on specific decisions which may be made under any of these policies in a manner which shall be set forth in the bylaws.

Members

The Student Senate is comprised of _____ elected and ex-officio members. Ex-officio means that someone is afforded the opportunity to participate but does _____ have a vote. The ex-officio members are the Student _____ on the GSU Board of Trustees and the Student _____ to the Illinois Board of Higher Education/Student Advisory Committee. Neither of these members are eligible to hold office in the Student Senate. The Student Senate _____ is also a non-voting participant and holds no membership rights other than as noted in the Bylaws.

Each of GSU's _____ colleges (Arts and Sciences, Business and Public Administration, Education, and Health Professions) shall have a college representative Senator. Four Senators will be elected _____ regardless of college affiliation. Four Senate seats will be reserved for the lower division cohorts, _____ elected by the freshman and sophomore classes. Two seats are to be held by _____ members, one of which must be a GSU alumnus. The community senators are not eligible to hold an office within the Senate and may not be employed by the University.

Membership Qualifications

All candidates for college representative or lower division senator, as well as senator-at-large must be enrolled in a _____ program at GSU at the time they are elected. All senators must maintain their enrollment at GSU during their term and be in good academic and community standing. Senators must carry a minimum of _____ credit hours as an undergraduate student or _____ credit hours if graduate student.

Senators _____ serve concurrently as the Student Representative on the Board of Trustees, the Illinois Board of Higher Education/Student Advisory Committee Representative, the Student Media Board Chair, or in a chief leadership role in any student media organization funded in any way by student fees.

_____ members may be named at any time by the President of the Student Senate.

Termination of Membership

A member will be automatically terminated from the Student Senate if they have _____ unexcused absences from student senate meetings, student senate events, and/or committee meetings. Senators _____ receive two excused absences per semester. *(See Article 5, Section 5, Paragraph B of the Bylaws for the criteria for an excused absence)*

Membership will also be terminated for _____ to attend the Student Senate Leadership Training Orientation without a prior explanation.

Inappropriate language, behaviors, and misconduct will also be _____ for termination by a majority vote of the Student Senate.

Student Senate members may not be on academic or disciplinary _____ during their term of office. Failure to fulfill required _____ may also lead to termination of membership.

Resignation

A member may resign by submitting a _____ resignation to the Student Senate Secretary. The resignation will take effect immediately upon receipt, unless specified otherwise.

Retention

Members have the option to seek retention by coming before the _____ subcommittee and presenting their case for retaining their Student Senate membership.

If a terminated Senator is in an elected Senate seat, then a special election will be held immediately upon their removal. The Senator who was removed is _____
_____ to run in the special election.

Vacancies in Membership

A vacancy in membership shall be filled, by a _____ vote, at a regular or special meeting for which notice of the vacancy has been given. The newly elected member shall complete the unexpired term of the vacated position.

Duties of Members

Members shall be knowledgeable of their job _____ and duties and fulfill said duties and be acquainted with proper senatorial conducted stated in the bylaws and the GSU Student Handbook. Members are to be knowledgeable about Student Senate activities and procedures and maintain awareness of the _____
_____ of their student body constituency.

Members _____ attend regular and special Student Senate meetings, the Student Senate Leadership Training Orientation, annual leadership training, and _____ all committee meetings required by their office on a regularly scheduled basis with a planned agenda. Members shall serve on one Student Senate _____ committee and one Student Senate _____ committee and/or task force.

Student Senators are required to _____, perform other duties as assigned by the Student Senate President, and attend all Senate events including Convocation, Chat with the President, Student Senate forums, etc. Senators are also required to create avenues to _____ and understand the needs of the student population.

Officers

The elected officers of the Student Senate are the President, Vice President, Secretary, and Treasurer. They form the Executive or _____ and shall meet with the advisor twice per month.

The President

The President is the _____ officer of the Student Senate and presides at general and special meetings of the Senate. They _____ the Senate at administrative meetings including the Board of Trustees and PBAC.

The President _____ a parliamentarian, chairs of standing and special committee, and members to new/vacant positions with the approval of the Student Senate.

The President may appoint _____ and ad hoc committees as needs arise and serves as an ex-officio member of all Student Senate committees except for the Bylaws and Elections Committee.

The President also performs other duties as may be assigned by the Student Senate.

The Vice President

The Vice President presides at regular and special meetings of the Senate and the Executive Committee in the _____ of the President. They _____ the Academic Affairs, Student Affairs, and Programming Committees and will serve as the interim chair of any of these committees in case of a vacancy in the chair position. The Vice President chairs the _____ committees and performs other duties as assigned by the President and the Student Senate.

The Secretary

The Secretary keeps a _____ of the proceedings of the Student Senate and Executive Committees and publishes an approved copy of the _____ in a timely manner. The minutes shall be published on the Student Senate website, bulletin boards, and made available to the membership, Dean of Students, and Provost.

They ensure that senators are _____ with attendance requirements, send meeting reminders, create meeting agendas, and write official Student Senate _____ as directed by the membership. They also perform other duties as assigned by the Senate.

The Treasurer

The Treasurer keeps accurate financial records of funds received and expended by the Student Senate. They make a _____ at Senate meetings, requisition expenditures on behalf of the Senate, prepare and present (with the president) the student senate _____ to the advisor, and chair the Student Fees/Finance Committee.

They _____ over club and organization budget hearings and make fee allocations recommendations to the Advisor. They perform other such duties as assigned by the Student Senate.

Qualifications of Elected Officers

Candidates for office must be _____ in an elected Senator position and have served for the entire _____ fiscal year in the Student Senate. This includes all Executive Board positions and the BOT Trustee and IBHE/SAC Representative. The election takes place at the first regular meeting of the Student Senate after the leadership training orientation.

Term of Office and Vacancies

All officers and senators serve for _____ or until their successors are elected and assume office.

Vacancies will be filled by majority vote at a regular or special meeting, for which notice of the vacancy has been given, except for the office of President. In the event of a vacancy in the office of President, the line of _____ is: Vice President, Secretary, and Treasurer.

Meetings

_____ of the Student Senate shall be held once per month during the Spring and Fall Semesters, and at least once per month during the Summer Session. Quorum of the Student Senate is a majority (more than half) of the members. All business to be considered at regular and special meetings must be submitted in writing to the secretary by noon at least _____ before the meeting. Anything submitted after that time will be considered at the next meeting. The agenda requirement can be _____ at any regular meeting by a two-thirds vote.

Voting is by _____ except for financial matters which require a _____ vote. Items of a sensitive nature may be voted by ballot at the discretion of the president. Special meetings can be called by the president upon written request by _____ Senate members. The purpose of the meeting shall be stated in the meeting notice which must be given at least five days prior. Regular and special meetings of the Student Senate are open to the GSU community.

Executive Committee

The _____ serves as the Executive Committee. They coordinate the work of the Student Senate and the standing committees and subcommittees. They establish the agenda for regular and special meetings and conduct

the business of the Student Senate between regular meetings except for duties retained by the membership as noted in the Bylaws.

The committee shall meet no more than _____ prior to each regular meeting of the Student Senate. Special meetings may be called by the president or any two officers with at least five days notice. Quorum is a majority (more than half) of the Executive Committee members.

Committees

Standing or special committees can be created as necessary by the membership or the Executive Committee. The president appoints the chair and members of all committees, except as otherwise noted in the Bylaws, with the approval of the Student Senate. Each committee shall have a _____ and at least _____ and they serve a one-year term to correspond to the term of the officers. _____ students are eligible to serve on Student Senate and University committees unless otherwise noted in the Bylaws.

Standing Committees

1. Public Relations
2. Bylaws and Elections
3. Student Fees/Finance
4. Programming
5. Sustainability
6. Social Media
7. Student Academic Affairs

Public Relations Committee

- Prepare and distribute _____ on all Student Senate sponsored activities and programs.

- Coordinate the _____ of information pertaining to all Student Senate activities including elections and meetings.
- Assist the President and the Executive Committee in effective _____ with the entire Student Senate.
- Prepare a Student Senate _____.
- _____ Student Senate members in releasing information to their respective constituencies.

Bylaws and Election Committee

- _____ the constitution and bylaws and submit amendments to the membership.
- Arrange and conduct all _____ relating to the Student Senate

Student Fees/Finance Committee

- Review requests for funds from the Student _____ fees, making recommendations for allocation to the staff advisor.
- Prepare an annual Student Senate _____ for approval by the membership at such time as the membership directs.

Programming Committee

- _____ entertainment, educational programs and other events for the GSU community.
- Submit a _____ for such events for the approval of the Fees/Finance Committee of the Student Senate.
- Review and recommend _____ on the use and role of the Student Center.

- Recommend _____ of new student organizations and determine whether recognition should be continued.
- Actively encourage the _____ of student organizations and clubs.

Sustainability Committee

- Review and _____ policies and practices pertaining to sustainability.
- Work with the _____ sustainability committee.
- Actively encourage the _____ of students in sustainability efforts.
- _____ GSU at the sustainability conferences

Social Media/Communications Committee

- Establish communications on social media to _____ student senate.
- Coordinate the distribution of information pertaining to all Student Senate activities including _____ and meetings.
- Assist the President and the Executive Committee in _____ communication with the entire Student Senate.
- Assist Student Senate members in releasing information to their respective _____.

Student and Academic Affairs Committee

- Review and recommend policies and practices pertaining to the _____ areas of Student Affairs.

- Maintain _____ with the office of the Associate Vice President for Student Affairs and Dean of Students.
- Review and recommend _____ policies and practices of the colleges.
- Maintain liaison with the office of the _____ and appropriate staff.

Amendments

The bylaws may be amended at any regular meeting by a _____ vote providing the amendment has been submitted to the Bylaw and Elections Committee and announced to the student body at least _____ prior to the meeting in which it is considered.

Expenditures

Assistant Dean of Students or designee will sign all requisitions for expenditures from the Student Senate account, submitted by the _____ of the student senate. In the absence of the Treasurer, the signature of the President, Vice-President or Secretary shall be obtained.

Board of Trustees and Illinois Board of Higher Education/Student Advisory Committee Representatives

- BOT and IBHE/SAC representatives must present a _____ to the Student Senate following the respective BOT and IBHE/SAC Committee of the Whole meetings.
- Both representatives shall meet with the Club Presidents _____ at least twice a trimester.