



Hilbert College

What is SGA?

Student Government 101

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What is SGA?

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!

SGA is about putting _____ above _____. If you're asking what's _____ for me, you're asking the _____ question.

Governing Documents

The Constitution defines the _____ and principles of the organization. It provides a _____ and framework for the organization such as _____ of government, line of succession, and creation of the _____.

The Bylaws are the document that sets forth _____, policies, regulations, _____ and responsibilities, and duties of officers, the executive board, and the committees.

Roberts Rules of Order, Newly Revised is typically defined as the resource for anything _____ in the governing documents.

**Constitution and Bylaws of the
Student Government Association of Hilbert College**

Purpose

The purpose of this organization shall be to represent the interests of the _____, to encourage _____ of self-government and to promote _____, _____, and _____ among the students and in their relations with the faculty and administrative officers of the college.

Membership

All current students who pay the Student Activities Fee at Hilbert College shall be referred to in this document as the student body.

All _____ of the student body are _____ of the Association and can participate in the SGA meetings. It is encouraged for the student body to _____ in all campus-wide elections for SGA.

SGA Senate

- The duties of the Senate shall be as follows:
- To act for and on _____ of the student body in promoting and supporting all activities which _____ the purpose of the SGA and the student experience.
- To be responsible for the administration and _____ accruing through the Student Activities Fee in support of additional institutional funding.
- To represent the student body in _____ with members of the college community including faculty, staff, administration, members of the Board of Trustees, alumni and community members. Members will be provided with adequate _____ prior to being asked to be on a committee.

- To keep a _____ of its meetings, copies should be made available to all members of the SGA.
- To act with the officers of the College in _____ for and maintaining administrative control over the organized activities of the student body.

SGA Senate Officers

- President
- Vice President of Operations
- Vice President of Communications
- Vice President of Finance
- Vice President of Programming
- Vice President of Inclusion
- Members at Large
- Coordinator of Senior Initiatives

Duties on pages 5-7

Recognized Clubs and Organizations

Any group of students desiring to function as an inclusive student organization of Hilbert College, which has as its purpose the fulfillment of _____, _____, or _____ interests of the student body, may apply for _____ by the SGA and the College through the submission of a Request for Charter at any time throughout the academic year. This applies to Clubs/Organizations _____ by the SGA.

The _____ must be completed and turned into the Vice President of Operations. At that time, the Senate shall then vote for approval. If the club fails to charter, the founders of the club can present their case at the next Senate meeting which will result in a re-vote immediately following the club presentation. This newly chartered club will be announced at the next All-Clubs meeting and will receive \$ _____

that will be added to the club’s individual SGA Account. These funds will roll over between semesters but will not roll over between academic

Your Role in Student Government

Before _____ have a _____:

- Others in SGA, such as committee _____
- _____
- _____
- _____
- _____ that may have collected _____ from students and other stakeholders
- Foster _____ – don’t burn _____!

Committees

Per Robert’s Rules of Order, committees are bodies that are often, but not necessarily very small and are subordinate to a higher authority. Most parliamentary rules apply, but greater flexibility and informality are commonly allowed. Committees are where boards and assemblies get the _____ of the organization done. They can give more attention and detail to tasks than is possible in a larger body.

Committees are a great way to get more students involved in the Student Senate and create a _____ for future leaders and/or to fill vacancies.

Successful Committees

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

There are two types of committees:

1. _____: These committees continue from year to year and perform continuing functions.
2. _____ or _____: This is a committee that is appointed, as the need arises, to carry out a specific task. At the completion of the task, the special or ad-hoc committee ceases to exist. Robert's Rules indicates that these types of committees cannot be appointed to perform a task that falls within the assigned function(s) of an existing special committee.

Running and Participating in Meetings: The Rules Made Easy**History and Purpose**

- A. Parliamentary procedure is the set of _____ we use to run meetings and _____.
- B. It allows everyone's voice to be heard and make _____ without confusion!
- C. It gets things done in an _____ fashion. *Results happen in an equitable way!*
- D. At the heart is _____ rule.

Basic Agenda

- A. Call to Order – Start of the meeting
- B. Quorum – The number that must be present to hold a meeting
- C. Presentation of the Minutes – Record of the previous meeting
- D. Officer Reports – Officers report on their activities, concerns, needs, etc.
- E. Committee Reports – Committees report on their activities, concerns, needs, etc.
- F. Old Business – Items left over from previous meetings

- G. New Business – New items for consideration
- H. Announcements – Information for the benefit of the organization
- I. Adjournment – End of the meeting

Responsibilities of the Chair

- A. _____ the meeting, effectively and fairly. The Chair is impartial in _____ and typically only votes to _____ a tie.
- B. Set and /or follow the published _____.
- C. Call on _____ to participate, make motions, and speak.
- D. Restate _____ after they are made.
- E. Rule on parliamentary _____, requires some knowledge of parli-pro.
- F. _____ discussion and call for votes.

Parliamentary Procedure | Basics

Members can:

- A. Present motions: “ _____.”
- B. Second motions: “ _____.”
- C. Debate motions: “ _____”
- D. Vote on motions: “ _____” (or “Yes/No/Meh”)

Motions are how things get done!

Parliamentary Procedure | Tips

- A. A motion should be made before _____ of a topic.
- B. Only _____ motion can be considered at a time.
- C. The person making the motion gets to _____ about it first, then the floor is open to _____.
- D. Motions can be _____ if members want to make changes to it. Amendments are done the same way as motions. Once a motion is amended, you can only talk about that part of the motion.
- E. Amendments to the motion must be _____ on before going back to the main motion. If the amendment is _____, then it becomes part of the main motion. If _____ then you go back to the original, main motion.
- F. After all of the discussion, take a vote: usually a _____ vote passes the motion.
- G. There are four common ways to move to a _____:
 - 1. By _____ consent
 - 2. By seeing no _____ discussion, the Chair calls for a vote
 - 3. By reaching a _____ for debate.
 - 4. By _____ debate:
“I move to _____” or “_____ the _____” requires a second, there is no debate on the motion, and takes a 2/3 majority for approval

Your Turn
