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## What is SGA?

### Bay Path University Student Government 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. Specifically, the Constitution of the BPU SGA states that its mission/purpose shall be:

- To \_\_\_\_\_ student interests at the university and in the community
- To provide a forum for students to discuss their concerns as well as \_\_\_\_\_ opportunities for possible resolution
- To serve as a \_\_\_\_\_ between the students and the university administration
- To serve as the \_\_\_\_\_ body of clubs, organizations, and special interest groups on campus
- To sponsor \_\_\_\_\_ of entertainment, educational, cultural value
- To facilitate \_\_\_\_\_ among student clubs and organizations.
- Our purpose is to \_\_\_\_\_ for the student body and create and maintain \_\_\_\_\_ between the student body and the greater BPU community.

### **Powers and Responsibilities**

The SGA of Bay Path University has the following powers and responsibilities:

#### **Powers:**

- SGA shall be empowered to \_\_\_\_\_ upon the issues

brought before it, to enact its own \_\_\_\_\_ and resolutions and to \_\_\_\_\_ Student Clubs and Organizations.

- All actions, decisions and resolutions shall be within the \_\_\_\_\_ of all student guidebooks and handbooks at BPU.
- It shall be allocated a budget from a portion of the student activity budget and SGA is empowered to \_\_\_\_\_ its budget accordingly and within the guidelines of BPU.

**Responsibilities**

SGA shall be responsible to represent, advocate for, and act in the best \_\_\_\_\_ of its students and BPU, as well as, to \_\_\_\_\_ all clubs, student organizations and special interest groups, and serve as student liaison to the university, its partners and the community.

**Governing Documents**

**Constitution** is the framework and structure of the organization:

- Defines the \_\_\_\_\_ and principles of the organization
- Spells out the \_\_\_\_\_
- At each campus there shall be an Executive Board, and it shall be the \_\_\_\_\_ body of SGA. It shall consist of the president, vice president, treasurer, secretary, and an elected delegate from each graduating class.
- Additional officers of the Executive Board may be \_\_\_\_\_ as the SGA president deems necessary with the approval of the Assistant Dean of Students.
- The SGA President will preside over this committee as the \_\_\_\_\_ and a meeting will be held at least once per \_\_\_\_\_

semester. All executive officers shall be elected by the \_\_\_\_\_.

**By-laws**

- Sets forth the \_\_\_\_\_ for operating the organization
- Article X of the BPU SGA Constitution states:  
Rules, regulations and bylaws, which are deemed necessary for the proper organizational conduct of SGA may be developed. No rules, regulations or bylaws shall be adopted which are contrary to this Constitution or the policies and procedures of BPU.

**Duties of Officers**

A. President

- Shall be the chief executive officer of SGA and will \_\_\_\_\_ by signature, all acts, resolutions, and orders of SGA Senate after it's approved.
- Shall perform all duties necessary to ensure the \_\_\_\_\_ of SGA.
- Shall be responsible for the continual updating and revision of SGA \_\_\_\_\_.
- Shall \_\_\_\_\_ the senate meetings and the Executive Board.
- Shall be an \_\_\_\_\_ member of all SGA committees.
- Shall be entitled to act on behalf of the Senate in \_\_\_\_\_ with the executive board.
- Shall work with the treasurer to submit an annual \_\_\_\_\_ for the Executive Board.

## B. Vice President

- Shall assume the duties of the president in the event of their \_\_\_\_\_. In the case of permanent absence of the president, the executive vice president shall \_\_\_\_\_ president.
- Shall report to and be \_\_\_\_\_ various projects and tasks by the president.
- Shall work with the president and the Senate in the \_\_\_\_\_ of SGA short-range and long-range goals.
- Shall meet with \_\_\_\_\_ on a regular basis to set, develop and evaluate their goals with their individual clubs and organizations.
- Shall be \_\_\_\_\_ of the SGA Constitution, campus bylaws, student guidebook, and BPU Policies and Procedures as they relate to their role in SGA.
- \_\_\_\_\_ be present at all SGA general and Executive Board meetings.

## C. Treasurer

- Shall make a \_\_\_\_\_ report to the SGA Executive Board at least once per month
- Shall provide support for all SGA members with their individual club and organization finances as it relates to \_\_\_\_\_ and procedures with spending their budgets.
- Shall \_\_\_\_\_, by signature, all financial acts, orders and procedures of the Executive Board and/or Senate so long as it complies with a two-thirds decision by the Executive Board.
- Shall ensure the review, approval, and implementation of all financial

\_\_\_\_\_ by the Executive Board.

- Shall work with the \_\_\_\_\_ of Students to establish budget procedures for clubs/organizations/special interest groups recognized by SGA.
- Shall \_\_\_\_\_ opportunities for cost-effectiveness within SGA

D. Secretary

- Shall distribute the \_\_\_\_\_ of all senate and executive board meetings within 48 hours after the meeting adjourns.
- Shall work with the president to prepare and establish an \_\_\_\_\_ to be published prior to each senate and/or executive board meeting.
- Shall be responsible for the proper \_\_\_\_\_ of the senate meeting facility and coordinate technology support when necessary.
- Shall maintain all SGA \_\_\_\_\_ documents and policies.
- Shall oversee all SGA \_\_\_\_\_, including but not limited to, SGA, conference room and other technologies.
- Shall work as a \_\_\_\_\_ on behalf of SGA and clubs/organizations/special interest groups as it relates to team building, communication of events and issues.
- Shall be meet with club/organization/special interest group leaders to establish \_\_\_\_\_.
- \_\_\_\_\_ for clubs/organizations/special interest groups by working closely with the Office of Student Life.

E. Delegates (ALL)

- Shall be present at \_\_\_\_\_ SGA general and executive board meetings.

- Shall spearhead at least one major \_\_\_\_\_ for SGA during their term.
- Shall \_\_\_\_\_ to and/or attend all SGA events and fundraisers.
- Shall hold a special meeting with their class at least \_\_\_\_\_ per semester. (Two per semester for the Senior Delegate)
- Shall host an event for their class at least once per semester with the goal of increasing student \_\_\_\_\_ and community atmosphere.
- 1st Year: Responsible for facilitating the creation and completion of their \_\_\_\_\_ during the first semester of their term.
- Senior: Shall spearhead the \_\_\_\_\_ alongside the department of alumni relations and annual giving.

Everyone is responsible for getting students engaged! Ways to do that are:

- \_\_\_\_\_ with clubs, organizations, and special interest groups on campus – go to their meetings, projects and activities
- \_\_\_\_\_ in high traffic areas with a purpose –
- promote SGA, do easy to complete service projects, have giveaways
- \_\_\_\_\_ camaraderie through fundraisers and events
- \_\_\_\_\_ to their concerns so that you can be their voice!
- \_\_\_\_\_ an active change leader!

## Student Government Legislation

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? \_\_\_\_\_  
\_\_\_\_\_

**Advocacy**

Forms and methods

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**Civil Discourse**

According to American Social Psychologist and Professor at Swarthmore College (PA) Kenneth J. Gergen, civil discourse contains these components:

1. Requires \_\_\_\_\_ of the other participants
2. Does not diminish the other's \_\_\_\_\_ worth nor questions their good \_\_\_\_\_
3. Avoids \_\_\_\_\_, direct \_\_\_\_\_, or excessive \_\_\_\_\_
4. Requires \_\_\_\_\_ and an appreciation of the other participant's \_\_\_\_\_
5. **BONUS:** Keep \_\_\_\_\_ in check and \_\_\_\_\_!

**Visionary Leadership**

1. A visionary leader sees \_\_\_\_\_ for change, how the world could be, and courses of \_\_\_\_\_ to make change.

2. Seek to change culture from \_\_\_\_\_ to \_\_\_\_\_.
3. Have \_\_\_\_\_ on the result you want.
4. Engage in \_\_\_\_\_ thinking.

**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.

**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 your level of conviction.
2. Don't \_\_\_\_\_, \_\_\_\_\_, or lose your \_\_\_\_\_ with decision makers! They have the power to give you what you \_\_\_\_\_!
3. Calling \_\_\_\_\_ is never \_\_\_\_\_.