



What is SGA?

Student Government 101

The Virtual Collaborative SGA & Student Leadership Retreat

Dave Kelly, *America's Student Leadership Trainersm*

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 lines 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.

1. Who establishes the criteria at your school/campus?

2. What benefits do Registered 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 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.
- 7. Gets students involved!!!

Successful Committees

- 1. Are organized
- 2. Have an agenda
- 3. Seek and include participation from all members
- 4. Engage through coaching and asking questions
- 5. Make everyone feel comfortable 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

A. The Basics – A Mnemonic – NO MOME CPA

- N _____
- O _____
- M _____
- O _____
- M _____
- E _____
- C _____
- P _____
- A _____

B. 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. _____
 - 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 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. “_____” – 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? _____
- _____
- _____

For training and retreats, help with structuring your student government, governing documents, etc. Contact:

Dave Kelly, *America’s Student Leadership Trainersm*

404-403-1481

DaveKelly@GonzoSpeaks.com

www.DaveGonzoKelly.com