



# What is SGA? Student Government 101

UTHSC San Antonio SGA 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.

## Objective

This Constitution establishes a \_\_\_\_\_ Government that will represent the students of the School of Medicine, the Dental School, the School of Nursing, the Graduate School of Biomedical Sciences, the School of Health Professions, and the School of Public Health at The University of Texas Health Science Center at San Antonio, hereinafter collectively referred to as UTHSCSA.

## Purpose

- 1) To represent and \_\_\_\_\_ all UTHSCSA students.
- 2) To provide for and enhance communication and \_\_\_\_\_ between the students of the five schools, the students and faculty, the students and administration, and the students and institutions of higher education throughout Texas.

- 3) To further communication and relationships between UTHSCSA students and the \_\_\_\_\_.
- 4) To advise and assist the administration in reaching \_\_\_\_\_ on policy that concerns the students of UTHSCSA.
- 5) To assist in broadening the intellectual, cultural, and recreational opportunities and \_\_\_\_\_ of the student body.
- 6) To assist the administration in the \_\_\_\_\_ of Student Service Activity Fees and all other compulsory fees.

### **SGA Membership and Qualifications**

- All members of the SGA shall be registered students at UTHSCSA and any student representative shall be required to be in good \_\_\_\_\_, as defined by their respective school.
- The membership of the SGA shall consist of duly elected representatives from each of the six schools of the UTHSCSA on the basis of one representative for each \_\_\_\_\_ students (to the nearest one hundred) as defined by the current year's fall enrollment, following the census date. There shall be a minimum of two representatives for any school.
- All \_\_\_\_\_ represented by candidates for a position in the SGA must be given the chance to vote on SGA candidates within their respective schools with the exception of SGA interim replacements.
- SGA members shall serve for a term of \_\_\_\_\_ or for the duration of their schooling at UTHSCSA, as decided by their respective schools.
- SGA members are required to \_\_\_\_\_ all monthly meetings, \_\_\_\_\_ at least at one (1) SGA sponsored event per semester and \_\_\_\_\_ on at least one (1) committee within SGA. Failure to meet these minimum requirements results in \_\_\_\_\_ status and may warrant removal from membership by the Executive Board.

## Organization

- The \_\_\_\_\_ of the SGA consist of the President, Vice President, Secretary, Treasurer, and the Communications Director
- The new SGA's membership year will begin at the conclusion of each \_\_\_\_\_ general body meeting.

## President

- The president is the official \_\_\_\_\_ for the UTHSCSA student body and, in that capacity, represents the SGA at appropriate meetings, in all communications with administration on school policy, drafts/composes necessary correspondence, and \_\_\_\_\_ the SGA Executive Committee.
- The president may also \_\_\_\_\_ proceedings for removal of delinquent SGA members via the Executive Committee.
- The president calls and presides over SGA \_\_\_\_\_, including determining the meeting time, date(s), and location prior to the start of the academic year.
- The president votes \_\_\_\_\_ in the case of a tie.
- The president plans and drafts the \_\_\_\_\_ for each meeting and may call special meetings. (*Special meetings may also be called by no fewer than one-half plus one of the SGA.*)
- The president has the power to \_\_\_\_\_ committee members from the SGA and may \_\_\_\_\_ additional committees as deemed necessary.
- They are also responsible for filling any \_\_\_\_\_ official SGA appointed positions

### Vice President

- The Vice President \_\_\_\_\_ all SGA committees excluding the Executive Committee and serves as the liaison between SGA and the various UTHSCSA \_\_\_\_\_ in coordinating inter-disciplinary meetings and efforts.
- They also \_\_\_\_\_ bylaws and orders of the constitution relating to attendance, investigating unexcused absences and bring the information to the Executive Board.
- The VP presides over meetings in the \_\_\_\_\_ of the President and replaces the President in the event of their removal or resignation from office.

### Secretary

- The secretary \_\_\_\_\_ drafts of the agendas of SGA meetings and records the \_\_\_\_\_ of SGA meetings, distributing said minutes to SGA members within two (2) business days of the meeting.
- They keep \_\_\_\_\_ of each meeting and all SGA events, informing the Vice President when members fail to meet member attendance requirements.
- The Secretary is responsible for all \_\_\_\_\_, keeps an updated list of current SGA membership and their \_\_\_\_\_ information, \_\_\_\_\_ all non-financial SGA records and an \_\_\_\_\_ of SGA property.
- If the Secretary is \_\_\_\_\_ at an SGA meeting, they shall appoint an able SGA member to take minutes on their behalf.

### Treasurer

- The Treasurer maintains all SGA financial records, in collaboration with the Student Life Office. provides a \_\_\_\_\_ at each regular SGA meeting, and collects money for SGA functions.

- They chair the \_\_\_\_\_ Committee which includes calling and coordinating meetings of the committee as well as interviews with potential fund recipients.
- The Treasurer \_\_\_\_\_ the annual budget for SGA, including sub-budget for disbursement by the Appropriations Committee, to be \_\_\_\_\_ by the Executive Board.
- Following EB approval, the Treasurer will \_\_\_\_\_ the budget at the next general SGA meeting.
- Any additional expenses or budget appropriations not in the previously approved budget for the current fiscal year \_\_\_\_\_ by the Executive Board by a simple majority.

**The Communications Director**

- Manages and promotes all \_\_\_\_\_ accounts and promotes social media posts within SGA meetings.
- Designs and proliferates media necessary to \_\_\_\_\_ such as flyers, cover photos, and other appropriate means.
- Manages lines of communication \_\_\_\_\_ by the secretary, including group chat and text messaging systems. Contacts representatives \_\_\_\_\_ from SGA meetings when necessary to reach quorum.

**Any officer**

May relinquish their \_\_\_\_\_ as a member of SGA for one year for the purpose of electing a one-year interim member—to ensure adequate representation of their constituency, and to better serve the Executive Board. The interim member will be chosen via each school’s designated process in a timely manner.

**SGA**

Any officer may be removed, by a two-thirds (2/3) majority, by calling for a vote of \_\_\_\_\_ due to:

- Failure to carry out policies adopted by the SGA
- Failure to abide by the Constitution

The SGA shall enact their own By-laws and may \_\_\_\_\_ required for the effective execution of its functioning.

Ten percent (10%) of the general student body may petition the SGA on an issue and, when the petition is certified, shall require a referendum vote by the general student body which may, with a majority vote, \_\_\_\_\_ the SGA.

If an SGA member must miss a regularly scheduled meeting, they are to email the \_\_\_\_\_ SGA Secretary with the reason they are unable to attend at least 24 hours prior to the monthly meeting.

The current SGA Officers have the power to determine the \_\_\_\_\_ of the reason for absence.

**Meetings**

The SGA shall meet \_\_\_\_\_ every month the student body is in session during the fall and spring semesters, at a place, time, and date as determined by the President.

Quorum shall be \_\_\_\_\_% of the total membership of SGA in order to conduct business.

Meetings will take place and be conducted in accordance with Roberts \_\_\_\_\_ of Order, Newly Revised latest edition.

Unless otherwise noted and/or provided for in this Constitution, all actions of the SGA shall be by a \_\_\_\_\_ vote of those present and voting.

Each committee shall represent all six (6) schools of UTHSCSA, requiring an SGA Representative from \_\_\_\_\_ to serve as a member.

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\_\_\_\_\_ for the following Committee leads shall be two (2) years: Community Service, IDEA, and Special Events

### **The Executive Committee**

The Executive Committee (EC) is made up of the \_\_\_\_\_ (5) officers and is chaired by the President. They shall meet \_\_\_\_\_ before each general meeting to discuss pertinent topics for the upcoming meeting and shall decide which resolutions and referendums are moved to a full SGA vote or sent back to the author. The Chair has the \_\_\_\_\_ to remove delinquent SGA members with an approval of three fourths (3/4) of the EC.

In the case of an SGA member not being present at two (2) regularly scheduled meeting in a semester, the \_\_\_\_\_ will conduct an investigation after which the elected SGA Representative may be removed from their post by the EC. In this instance, \_\_\_\_\_ correspondence shall be sent to the member's Dean of Student Affairs and appropriate Class President of the need for election or appointment of a replacement representative.

When an \_\_\_\_\_ is required and the SGA general body is not able to be assembled prior to the deadline of said action, the EC may meet and bring forward and make action and/or decision on behalf of SGA. Notice of the action/decision must be made to all SGA members with 24 hours and the EC must present the action/decision to the general SGA body at the next general meeting.

### **Community Service Committee**

The Community Service Committee (CS) shall be chaired by a \_\_\_\_\_ of the committee elected by a simple majority vote take of the current CS members present at the September general SGA meeting. The Chair shall serve for a term of one full academic year.

The CS shall plan \_\_\_\_\_ for both the fall and the spring semesters for SGA members and students from all six (6) schools.

The CS shall aid in choosing sites and planning for the annual \_\_\_\_\_ for UTHSCSA. This may satisfy the requirement for a spring service project.

### **The Appropriations Committee**

The Appropriations Committee (AC) shall meet outside of general SGA meetings to discuss and appropriate funds to \_\_\_\_\_ at a time determined by the SGA Treasurer, who serves as the AC Chair. The AC membership shall include \_\_\_\_\_ SGA member for each of the six (6) schools. \_\_\_\_\_ of the schools must be represented to vote on an appropriations request. If an AC member is also a member of a student organization requesting funding, they \_\_\_\_\_ participate in the decision-making process or vote for that particular request.

### **The Special Events Committee**

The Special Events Committee (SEC) shall be chaired by a member of the committee \_\_\_\_\_ by a simple majority vote taken of the current SEC members present at the September general SGA meeting. The Chair shall serve for a term of one full academic year. The SEC shall plan and execute \_\_\_\_\_ sponsored by SGA, such as Awards Night, Burger Burn, and Chili Cook-off and other such university-wide events as necessary.

### **The Inclusion, Diversity, Equity, and Awareness Committee (IDEA)**

The IDEA shall be chaired by a member of the committee elected by a simple majority vote take of the current IDEA members present at the \_\_\_\_\_ general SGA meeting. The Chair shall serve for a term of one full academic year. The IDEA shall

\_\_\_\_\_ university-wide events co-sponsored by SGA, such as International Education Awareness, Diversity Week, Educational Panels, and other such university-wide events as necessary. The IDEA will work with \_\_\_\_\_ to acknowledge diversity within SGA and acknowledge areas of improvement.

The President may appoint additional Official SGA Positional roles, including:

- \_\_\_\_\_ – Updates and maintain SGA’s technology components including the SGA website and social media pages
- \_\_\_\_\_ – Photographs SGA events and uploads picture to SGA websites, either using their own equipment or SGA equipment to do so

### Amendment Proposals

- Proposed amendments to the constitution must be presented to the EC at **least one week prior** to an upcoming SGA meeting.
- Proposals must be distributed to SGA members at **least one week prior** to a regular SGA meeting.
- A \_\_\_\_\_ (2/3) vote of the SGA body at a regular meeting is necessary to amend the constitution.
- \_\_\_\_\_ Regents Rules & Handbook Operating Procedures must be followed.

### Resolution Writing and Voting

Resolutions: A common way for clubs and organizations to take a stand on issues related to the campus, community, or in the public debate. The premise of the resolution and the facts are stated in one to several statements beginning with “\_\_\_\_\_.” After the case has been made, then the desire of the

body is stated by concluding “Therefore Be It \_\_\_\_\_”.

Instructions or actions may be included in “Be It Further Resolved”.

- \_\_\_\_\_ SGA member may draft and propose a resolution for consideration by the SGA.
- \_\_\_\_\_ SGA members may be listed as co-authors or sponsors of the resolution.
- A \_\_\_\_\_ must be submitted to the EC at least one week prior to a regular SGA meeting.
- The Executive Committee will \_\_\_\_\_ if the resolution will move forward to a full SGA vote at the upcoming meeting or they may return the proposed resolution to its author with written feedback as to why it was not moved forward.
- This decision is based on criteria outlined in the \_\_\_\_\_ of Operating Procedures which is provided to all SGA members.
- If the resolution is moved to a full SGA vote, a simple majority is needed for \_\_\_\_\_.
- The number for and against shall be \_\_\_\_\_ and each SGA representative’s vote of “Yea” or “Nay” may be recorded and published.

*(I recommend recording any representative who abstains from voting as “present”.)*

**Resolution from Oshkosh Student Association:**

*“Whereas Dr. Martin Luther King, Jr., worked tirelessly on behalf of Civil Rights in the United States, and*

*Whereas the United States Congress is considering the creation of a holiday in honor of Dr. King,*

*Be it Therefore Resolved that the Oshkosh Student Association does hereby endorse the creation of a holiday in honor of Dr. Martin Luther King, Jr., and*

*Be It Further Resolved that copies of this resolution be sent by the Secretary of OSA to the White House, the Governor of the State of Wisconsin, the Wisconsin Congressional Delegation, and the State Representatives for the City of Oshkosh and surrounding counties*

### **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