



# What is SGA?

## Student Government 101

### *The Virtual Collaborative SGA & Student Leadership Spring 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 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?

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2. What benefits do Registered Student Organizations receive?

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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:

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