



# What is SGA?

## Student Government 101

### *Jamestown Community College 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.

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. **Jamestown Community College SGA**

- A. The purposes of this \_\_\_\_\_ student body are to enable every student member:
1. To \_\_\_\_\_ the direction and scope of college activities.
  2. To discuss matters of \_\_\_\_\_ with the faculty and administration of the college in order to clarify and present the views of the student body.
  3. To \_\_\_\_\_ with other students and the community through student publications, newspapers, and other means of public communication.
- B. Every student who has paid the FSA Fee through their tuition is considered to be a \_\_\_\_\_ of the JCC SGA.
- C. Every member of the student body who is in \_\_\_\_\_ standing shall be eligible to be a candidate for and to hold elective and appointive offices. Any board member who is removed from good academic standing shall cease to hold office.
- D. Students are considered in good academic standing if their overall GPA is \_\_\_\_\_ or better.

## II. Committees

### A. 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!!!

### B. Successful Committees

1. Are \_\_\_\_\_
2. Have an \_\_\_\_\_
3. Seek and include \_\_\_\_\_ from all members
4. Engage through \_\_\_\_\_ and asking questions
5. Make everyone feel \_\_\_\_\_ in the committee space – all are on a level playing field

### C. 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???? \_\_\_\_\_
- \_\_\_\_\_

**III. 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 \_\_\_\_\_
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? \_\_\_\_\_
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- E. Roberts Rules of Order, Newly Revision is typically defined as the resource for anything not covered in the governing documents

IV. 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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_