



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? _____

