



What is SGA?

Bossier Parish Community College 2020 Training and Orientation

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. Specifically, the Constitution of the Bossier Parish Community College Student Government Association states that its purpose shall be:

- to _____ the student body in conveying their opinions, ideas, wishes, and needs to the Administration and Faculty,
- to create and execute any measures _____ to the student body,
- to serve as the student _____ in the governing of the student body
- to initiate _____ necessary to implement the above clauses.
- _____ with events and activities sponsored by the Office of Student Life.

I. **Roles and Responsibilities** The Student Senate of BPCC has the following duties and responsibilities:

- A. _____ to the College Administration legislation concerning students.
- 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 BPCC?

2. What benefits do Active Student Organizations receive?

- C. Budgeting and _____ of student activity fees.
- D. Take an active part in promoting _____ conduct and in maintaining all worthwhile customs of the college.
- E. Provide functions and activities for the _____ of the student body.
- F. Consider _____ which have been signed by at least ten percent (10%) of the student body and have been submitted to _____ member of the Senate.
- G. What else?

II. Governing Documents

- A. 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. _____
 - i. The _____, made up of the President, Vice-President/Public Relations, and Secretary/Treasurer.
 - ii. The _____
The Senate shall have sixteen Representatives. The Representatives will be elected from the student body at-large, regardless of the candidates' academic classifications.
 - 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 _____

B. 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
- C. _____ 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? _____
- D. 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? _____

C. Meeting Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Executive Board Reports
5. Old Business

- 6. New Business
- 7. Advisor Report
- 8. Adjournment

D. Oath of Office

The **College President** or a person designated by him shall administer the oath of office for the SGA President. The oath shall be as follows:

“I (name) swear (or affirm) to fulfill the duties of this high office entrusted to me to the utmost of my ability, to encourage student interest and involvement in College affairs, to speak frankly and candidly in representing student interest, and in all my endeavors to reflect honor and merit upon this organization and this college.”

The SGA President shall administer the following oath of office to Representatives and other Executive Officers upon his or her taking office:

“I (name) swear (or affirm) to fulfill the duties of the office entrusted to me to the utmost of my ability, to serve purposefully and meaningfully, to speak frankly and candidly in representing student interest, and in all endeavors to reflect honor and merit upon this organization and this College.”

IV. Advocacy

A. Forms and methods

B. What to do:

- 1. Know your positions is and _____, and support it with facts, _____ evidence, and data. Be concise and focused.
- 2. _____ with members of the opposition is of little benefit: they have their constituencies to represent, just as you

do. Learn their positions so you can _____ them, but don't hope to sway them to your side.

3. Work your side but be _____ of those on the other side. Your adversary on one issue may be your _____ on another.
4. If someone on the opposition chooses to make a _____ out of themselves, get out of the way and let them!
5. Just because you did not _____ on an issue does not mean that your voice was not heard. Take defeat _____ to preserve relationships for future issues.

C. What not to do:

1. Never _____! Integrity is all you have. Know your _____ and support it, even in the face of _____ from a decision maker. Sometimes they try to challenge you to see the level of conviction that you have.
2. Don't _____, _____, or lose your _____ with decision makers! They have the power to give you what you _____!
3. Calling _____ is never _____.