

Conference on Student Government Associations Governing Documents

Revised: 2025

COSGA Operations Manual

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I. GOVERNING DOCUMENTS

COSGA Statement of Mission and Goals

COSGA Mission Statement

As members of COSGA, we are committed to organizing and executing a premier conference that stimulates growth and improvement among student governments and student leaders worldwide.

Texas A&M Student Government Association Mission Statement

“To serve Texas A&M University by representing student opinion, addressing campus needs through targeted programming and the maintenance of tradition, and providing opportunities for leadership development in order to enrich the quality of student life.”

II. EXECUTIVE STAFF

Executive Staff – Roles & Responsibilities

Executive staff members are expected to remain consistently engaged and accountable throughout the planning process and conference execution. All executives must:

- Attend all scheduled biweekly staff meetings.
- Committee Directors must participate in weekly meetings with the Director, Assistant Director, and/or Advisor.
- Ensure all committee progress and updates are communicated to the Director and Assistant Director, either directly or through a designated representative.
- Be present for the full duration of the three-day conference.
- Remain in good standing with Texas A&M University, maintaining a minimum cumulative GPA of 2.0.
- Notify the Director and Assistant Director in advance of any conflicts that may prevent required attendance. Approval of absences is granted at the discretion of leadership.

COSGA committees are consisting of:

- Directors, Committee Chairs, & Committee Members.
 - **Executive Staff consist of:**
 - Executive & Assistant Directors
 - Committee Directors
 - Committee Chairs
 - Subject to change at the discretion of both the Executive Director and Advisor.



Executive Staff – Role & Committee Descriptions

Executive Director:

Oversees all COSGA operations and ensures every committee is aligned with the conference's mission, expectations, and standards of excellence. Leads executive coordination, sets strategic direction, and provides consistent guidance across staff to maintain organization-wide cohesion. Assists with financial decisions, approves major logistical and programming plans, and serves as the lead point of contact for university administration, guest speakers, and external partners. This role is primarily delegate-focused, ensuring that every decision contributes to an intentional, high-quality delegate experience from recruitment to conference completion.

Assistant Director:

Serves as the internal operations lead, supporting the Executive Director by managing communication, follow-through, and accountability across committees. Helps plan and facilitate staff meetings, retreats, and socials to establish a productive and engaging team culture. Assists with task delegation, conflict resolution, and staff development while stepping in to represent COSGA at meetings or events when the Director is unavailable. This role is primarily staff-focused, ensuring directors and committee members are supported, informed, and equipped to perform their responsibilities effectively.

Finance Committee:

Responsible for developing and maintaining the full COSGA budget, tracking expenses, managing reimbursements, and preparing financial documentation for campus approval. Oversees the collection and allocation of membership dues as well as delegate-related expenses such as registration processing, scholarships, and financial accommodations as approved by leadership. Coordinates all funding applications, sponsorship requests, and donor or partner agreements while maintaining accurate records for accountability. Works closely with other committees to evaluate financial feasibility of programming ideas, merchandise orders, venue selections, and hospitality needs. Leads sponsorship strategy by identifying potential partners, coordinating outreach efforts, and ensuring recognition protocols are fulfilled.

Marketing Committee:

Leads COSGA's public identity through branding, design, media, and promotional strategy. Creates all visual and print materials — including merchandise, binders, signage, social media graphics, and digital content — while maintaining cohesive style guidelines across platforms. Manages social media scheduling, website updates, and audience engagement strategies to build excitement leading up to the conference. Supports recruitment campaigns, sponsorship promotions, and post-conference archival documentation through photography, video, and storytelling initiatives.

Programs Committee:

Designs the educational and leadership development core of the conference. Researches and secures keynote speakers, town hall facilitators, and workshop leaders that align with the annual theme and COSGA's long-term mission. Develops roundtable topics, session formats, and presentation guidelines, while drafting a structured, flow-conscious

conference schedule. Coordinates speaker hospitality, communications, and day-of logistics to ensure sessions run smoothly and professionally. Responsible for balancing inspiration, practicality, and innovation within all program offerings.

Logistics Committee:

Handles the operational execution of COSGA from behind the scenes. Reserves all necessary venues, rooms, and equipment while coordinating vendor contracts for catering, printing, transportation, and merchandise distribution. Oversees inventory management for shirts, binders, supplies, and materials needed across the conference. Develops layout and setup plans for check-in, session spaces, hospitality areas, and socials while ensuring all spaces reflect COSGA's standards of professionalism and hospitality. Works closely with Marketing for physical branding and with Relations to support registration flow and delegate movement.

Relations Committee:

Serves as COSGA's front-facing communication channel to all participating universities and delegates. Conducts targeted outreach to student governments nationwide and internationally to recruit diverse representation. Manages registration portals, confirmation processes, email correspondence, and pre-conference updates while responding promptly to inquiries from advisors or delegation leaders. Provides ongoing support leading up to conference and oversees check-in, hospitality communications, and feedback collection on-site. Additionally supports alumni tracking and engagement to strengthen COSGA's long-term network and legacy.

Selection Process & Transition Procedures

Interviewers should review each applicant's application and interview responses. Collectively, they will agree to the applicant that will best serve as committee director(s). Each applicant should receive either an acceptance or rejection letter detailing the reasons for the group's decision.

The Executive Director and/or Assistant Director & Advisor, should meet at a specified time and review each applicant's application and interview responses. Interviewers should add any information from the interview that they think the others will find useful. Collectively, they will agree to the applicants that will best serve the mission and goals of COSGA. Each applicant should receive either an acceptance or rejection letter detailing the reasons for the group's decision. Acceptance letters should include the date and time of the first meeting and any relevant instructions.

Executive Director

1. Selection of Director
 - a. Application
 - i. Must include:
 1. Applicant's personal information
 2. Up to four (4) essay questions (subject to change annually)
 3. Information on submission deadline and contact for questions
 - b. Interview

- i. Conducted by:
 - 1. Outgoing COSGA Director
 - 2. COSGA Advisor
- c. Should include:
 - i. Up to five (5) interview questions (subject to change annually)
 - ii. Information on when and how applicants will receive results
- d. Selection
 - i. Interviewers will review applications and interview notes collectively
 - ii. Final decision should reflect the candidate who best serves COSGA's mission
 - iii. All applicants receive either an acceptance or rejection letter with reasoning

Assistant Director

- 1. Selection of Assistant Director
 - a. Digital Application
 - i. Must include:
 - 1. Personal information
 - 2. Up to four (4) essay questions
 - 3. Submission deadline and contact instructions
 - b. Interview
 - i. Conducted by:
 - 1. Executive Director and/or Advisor
 - 2. Should include up to four (4) questions and method for result notification
 - c. Selection
 - i. Interviewers meet collectively to review applicants' materials
 - ii. Final placements determined based on alignment with COSGA's goals
 - iii. Applicants receive acceptance or rejection letters; acceptance letters include first meeting date and onboarding instructions.

Executive Staff (Committee Directors & Chairs) & Committee Members

- 2. Selection of Committee Directors, Chairs & Members
 - a. Digital Application
 - i. Must include:
 - 1. Personal information
 - 2. Up to four (4) essay questions
 - 3. Submission deadline and contact instructions
 - b. Interview
 - i. Conducted by:
 - 1. Executive Director, Assistant Director, and/or Advisor
 - 2. Should include up to four (4) questions and method for result notification
 - c. Selection
 - i. Interviewers meet collectively to review applicants' materials
 - ii. Final placements determined based on alignment with COSGA's goals

- iii. Applicants receive acceptance or rejection letters; acceptance letters include first meeting date and onboarding instructions.

III. ADVISORS

Advisor Expectations Checklist

- ✓ Attend general meetings whenever possible
- ✓ Attend executive committee meetings
- ✓ Explain University policy when relevant to the discussion
- ✓ Call meetings of the executive committee when believed to be necessary
- ✓ Speak up during discussion when the advisor thinks the group may make a poor decision
- ✓ Depend on the executives to observe University policy throughout their terms
- ✓ Inform the group of infractions of their bylaws, codes, and standing rules
- ✓ Hold team responsible for planning and evaluation of activities
- ✓ Veto a decision when it violates a stated objective, the bylaws, or University policy, or when it is an unsafe event
- ✓ Determine with each Executive Team advisors voting role
- ✓ Meet with the Director and Assistant Director once a week
- ✓ Help facilitate the formation of group goals
- ✓ Initiate ideas for discussion when the advisor believes they will be helpful to the group
- ✓ Request to see the financial director's books at the end of each month
- ✓ Help the Executive Director or other executives prepare an agenda before each meeting when needed
- ✓ Attend group activities, meetings, events, etc. whenever possible
- ✓ Help team mediate interpersonal conflicts that may arise when needed
- ✓ Take an active part in the orderly transition of responsibilities between old and new executives at the end of the year

IV. STANDARD OPERATING PROCEDURES

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I. INTRODUCTION

This document was written as a prescription for action and continuity for the Conference on Student Government Associations of the Texas A&M Student Government Association. All future references of “COSGA” shall indicate “Conference on Student Government Association” and “Executives” shall refer to members of the committee’s executive team.

Amendments to the Standard Operating Guide

Amendments of any policies, language or regulations within this document, with the exception of contact information, shall be approved by a majority consensus of a quorum of the executive team at a pre-scheduled meeting or by both of the Advisors for the committee and SGA.

The new Director and Assistant Director shall examine this packet before the beginning of each year so that all contact information in the *Emergency Policies & Procedures* and executive information sheet remains current.

Because it is imperative that the entire executive committee be consistent, all executives are required to read this guide and sign a contract that they agree to uphold the standards set forth in this document.

II. BASIC OPERATIONS

A. General

1. It is suggested that the committee will comprise 10-30 committee members and 7 Directors and Executives; however, the Director and Assistant Director may elect to adjust the number of committee members as the needs of the committee change. This modification does not require consent of a majority of the executive team. Also, the Director and Assistant Director may elect to take Hosts based on

- the number of delegates attending the conference if additional assistance is needed.
2. Any decisions made that affect the committee as a whole must be approved by a majority of executive staff members at a pre-scheduled meeting where a quorum is present, whereby a majority and a quorum shall consist of at least 51 percent. The committee Advisor and the SGA Advisor have the authority to approve decisions.
 3. Any scenario that arises during the year for which there is not a prescribed course of action in this guide shall be documented and a proper solution shall be considered as an amendment at a later date and time.
 4. Dues shall be determined each year by a quorum of the executive team.

Member Rules

1. Members are expected to attend the entire conference.
2. Members shall not consume alcohol, smoke, use illegal drugs or make inappropriate remarks in the presence of the participants.
3. Members are responsible for participants until they leave on the last day. For the duration of the conference, members must behave in accordance with conference rules.
4. Relationships and interaction between committee members and conference participants shall be strictly professional; committee members and executives may not engage in any inappropriate personal or sexual misconduct, with conference participants and each other.
5. Members may be contacted by participants through online social sites. It is up to committee member discretion as to whether or not to become online friends with a participant. However, if a committee member decides to friend a participant they must maintain a profile that represents COSGA and Texas A&M in an appropriate light.
6. Members will be expected to participate in committee and sub-committee tasks. Members will be held accountable by executives, and should have personal accountability.
7. Members are expected to attend all mandatory COSGA events. If a member is unable to attend, they should inform the Member Relations Executive through the respective absence form.

III. EXECUTIVE COMMITTEE

First and foremost, the duty of everyone on the executive team of COSGA is to do whatever is necessary to uphold the integrity of the organization. Executives are chosen for this committee because they believe in it and should always hold a servant attitude for its members, Texas A&M and its prospective students. These offices may be changed to meet the needs of the organization by the Director, in consultation with the committee advisor.

The executives shall consist of:

1. Director
2. Assistant Director
3. Marketing Director(s)
4. Logistics Director(s)

5. Programs Director(s)
6. Finance Director(s)
7. Relations Director(s)

Expectations of Executives:

1. The executives are expected to attend and participate in all COSGA activities.
2. The application and interview process, as well as the reasons members were selected, shall not be discussed with anyone outside the executive committee. (In the case that this happens, the executive is subject to immediate removal from the executive committee.)
3. Never discuss what was said at an executive meeting with anyone on the committee.
4. Never discuss any problems COSGA is having with anyone not on the executive team.
5. At the end of each year, by the transitions meeting, each executive is required to put together a pass-down binder for the next year's executives.

IV. RULES

A. General

1. Members may not, under any circumstances, speak for the University or give their opinion about questionable subjects while representing COSGA. Members are encouraged to form their own opinions, but while recruiting or at a conference, they are representing COSGA, and the committee's official position is that it stands behind the University.
2. Members are not to drink alcohol for the duration of the conference.
3. No hazing, sexual harassment or lewd conduct of any kind will be tolerated.
4. Members shall never make commitments or statements for COSGA without consulting the Director or Assistant Director.

B. Attendance Policy

The following attendance policy is applicable to staff meetings and conferences:

1. Upon two (2) unexcused absences the committee member will have a discussion with a COSGA Advisor, Executive Director, and/ or Assistant Director.
2. Upon three (3) unexcused absences the committee member will be asked to leave COSGA pending the unanimous discretion of the Directors.
3. Excused absences are considered as exams, job interviews, or any event determined to be necessary for the member's attendance by the COSGA Advisor, Executive Director, and/ or Assistant Director.

COSGA sets this Attendance Policy in order to ensure that COSGA committee members are prepared to host the conference properly. If you have any questions regarding the Attendance Policy, please contact the Director or Assistant Director.

V. SELECTION OF MEMBER

All members shall:

- a. Have at least a 2.00 overall grade-point ratio at the time of the election, selection or appointment, and for the previous semester. Post at least a 2.00 grade-point ratio for the regular semester. Graduate students should have and keep a 3.00 grade-point ratio.
- b. Be in good standing with the University and enrolled in at least six credit hours in a regular semester.
- c. The SGA Advisor has the authority to override grade specifications.

A. Executive Members

1. Executives shall post a 2.25 cumulative GPR at the time of their election, selection or appointment, and must maintain a 2.0 cumulative and term GPR for every semester (spring, summer and fall) while in office.

B. Committee Members

1. Returning members are required to complete an application but are not required to do a returning interview unless otherwise determined by the Director or Assistant Director.
2. Newly applying members are required to complete an application and attend an interview.
3. Criteria for selection of committee members must be available in writing before the interview process begins. Selection decisions must be based on these criteria.
4. Notification of acceptance or nonacceptance will occur in a timely and professional manner.

VI. REMOVAL OF MEMBERS

A. Director & Assistant Director

1. A complaint concerning a committee member may be filed with the SGA Executive Vice President by any executive council member or member of said committee.
2. Upon receipt of that complaint, the Executive Vice President has one week to convene the performance review committee to consider the matter.
3. The committee Director or Assistant Director in question may appeal the decision of the performance review committee to the Judicial Board of the Student Government Association, who has one week to rule on the matter.
4. The committee Director or Assistant Director in question may appeal the decision of the Judicial Board to the primary Advisor of the Student Government Association, who has one week to rule on the matter.

B. Committee Directors & Chairs

1. Removal of Executive Staff Members
 - a. Consultation should occur between the Director and Assistant Director. This consultation shall include the nature, frequency and intent (or lack thereof) of the actions that warrant dismissal.
 - b. A unanimous decision to remove the executive must be made between the COSGA Advisor, Executive Director, and/ or Assistant Director.

C. Members

1. Consultation should occur between the COSGA Advisor, Executive Director, and/or Assistant Director, and relevant committee executive(s) of the member in question. This consultation shall include the nature, frequency and intent (or lack thereof) of the actions that warrant dismissal.
2. A unanimous decision to remove the committee member must be made between the Directors.
3. The Directors will notify the member in a timely fashion and inform him/her of the decision.
4. Should a member choose to leave the organization or be removed from the organization through the aforementioned process, they shall forfeit all dues and or payments made to the organization.