# 2022-23 SGA Policy and Procedure Guide

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome, Objectives, General Policies</td>
<td>2</td>
</tr>
<tr>
<td>SGA Executive Board and Organization Structure</td>
<td>3</td>
</tr>
<tr>
<td>Elections</td>
<td>4</td>
</tr>
<tr>
<td>Registration of Existing/New E-Boards Members</td>
<td>5</td>
</tr>
<tr>
<td>New SGA Organization &amp; Advisor Role</td>
<td>6</td>
</tr>
<tr>
<td>Finances and Tax EIN #</td>
<td>8</td>
</tr>
<tr>
<td>Branding Usage Printed Material</td>
<td>9</td>
</tr>
<tr>
<td>Branding Usage Clothing and Promotion Items</td>
<td>10</td>
</tr>
<tr>
<td>Social and Media Relations Policies</td>
<td>10</td>
</tr>
<tr>
<td>Grading System</td>
<td>11</td>
</tr>
<tr>
<td>SGA General Meeting Attendance</td>
<td>11</td>
</tr>
<tr>
<td>Executive Board Meetings with Advisors</td>
<td>11</td>
</tr>
<tr>
<td>Events, Meetings or General Fundraisers</td>
<td>12</td>
</tr>
<tr>
<td>Room Scheduling</td>
<td>13</td>
</tr>
<tr>
<td>Organization Posters Requirements</td>
<td>17</td>
</tr>
<tr>
<td>Registration and Constitutions with MSU Student Life</td>
<td>18</td>
</tr>
<tr>
<td>Virtual Organization Fair Requirements</td>
<td>18</td>
</tr>
<tr>
<td>Lounge Clean-Up Schedules</td>
<td>17/18</td>
</tr>
<tr>
<td>Organization Reports</td>
<td>18</td>
</tr>
<tr>
<td>Clinical/Volunteer Approval Form</td>
<td>18</td>
</tr>
<tr>
<td>Travel Guidelines</td>
<td>19</td>
</tr>
</tbody>
</table>
On behalf of MSUCOM’s Office of Admissions & Student Life and the Student Government Association (SGA), congratulations and welcome to the roles and responsibilities of student organization leadership! Within this Guide, student organization leaders are provided with guidance and resources for an optimal transition. Additionally, this document serves as a standardized guide for all MSUCOM student organizations to reference with regards to MSUCOM SGA Policies & Procedures Guide (PPG). With each transition of leadership, it becomes the responsibility of the newly elected SGA Executive Board and Advisors to ensure that this document remains up to date. While this document is intended to efficiently consolidate student organization information, it is understood that additional organizational resources may also be used (i.e., MSU Department of Student Life - Involve@State, MSUCOM TEAMS - Student Leadership Portal, Google Drive, Facebook, Electronic Files, Spreadsheets, etc.).

The objective of the MSUCOM Student Government Associations is to unite the MSUCOM student body in concert with the MSUCOM Common Ground Framework for Professional Conduct (CGFPC). To serve as a liaison between the MSUCOM student organizations and administration. To promote the art and science of osteopathic medicine. To uphold the standards of academic honesty and integrity within the osteopathic profession. To facilitate cooperation and communication among MSUCOM organizations. To represent all MSUCOM students at the national level of the Council of Student Government Presidents (COSGP) and through the American Osteopathic Association (AOA).

General Policies

- We are limited on the number of SGA Organization we support at MSUCOM.
- Organizations are to email only their membership, not the class list serves. Permission to use the class list serves will need to be obtained from the Office of Student Engagement and Leadership (SEL).
- Organizations are not allowed to create independent website. MSU Department of Student Life provides an access with in their Involve@State RSO (registered student organization) pages.
- Approval of Pharmaceutical Reps or Politicians are required prior to event scheduling from the SEL Office.
- A COM Alumnus will be invited to provide the Convocation/White Coat Ceremony address.
- Communications: Protocol for corresponding with Administration, Faculty and Staff. Please use proper titles, example: Dean Amalfitano, Dr. Ruger, Dr. Waarala, Dr. Enright, etc.
- Signature Protocol on Email: Salutation and First & Last Name, Titles and Organizations, MSU College of Osteopathic Medicine, Class of 20__, and MSU Email. Example:

  Ms. Elizabeth Cowdin
  President - Student Government Association
  Student Trustee – Michigan Osteopathic College Foundation
  MSU College of Osteopathic Medicine
  Class of 2025
  cowdinel@msu.edu
SGA Executive Board & Advisors 2022-23
msucom.sga@gmail.com

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>President &amp; MOA Board of Trustees</td>
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<td><a href="mailto:cowdinel@msu.edu">cowdinel@msu.edu</a></td>
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<td>Aleksandria Bartosiewicz</td>
<td><a href="mailto:Bartosi9@msu.edu">Bartosi9@msu.edu</a></td>
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<td>Kiley Flynn</td>
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<td>DMC</td>
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<td>Advisor - Staff</td>
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<td><a href="mailto:lanuzza@msu.edu">lanuzza@msu.edu</a></td>
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SGA Organization Chart

**Student Government Association**
1 Year Term
Represents all COM students thru CSGP (Council of Student Government Presidents).
Governs student organizations

**Year One**
Class Government 4 and 2 Years Terms
Governed students - academically, college & MSU committees, community, recruitment, socially.
All students are members

**Year Two**
Class Government 4 and 2 Years Terms

**Peer Mentors**
1 Year Term
Peer to Peer Mentoring, Wellness & Mental Health

**Student Osteopathic Medical Association**
1 Year Term
National Political Advocacy through AGA, All students are members

**DIVERSITY**
Inclusion
Religious
Local and National
Primary Care
Research, Health & Business
Residency
Specialty

<table>
<thead>
<tr>
<th>GROUPS*</th>
<th>DIVERSITY</th>
<th>INTERFAITH</th>
<th>OUTREACH</th>
<th>PRIMARY</th>
<th>SCIENTIFIC</th>
<th>SPECIALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSO</td>
<td>AMWA</td>
<td>CMA</td>
<td>CIM</td>
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<tr>
<td>SAMOPS</td>
<td>APAMSA</td>
<td>IMSA</td>
<td>DSC</td>
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<td>BIM</td>
<td>EMC</td>
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<td>CAMSA</td>
<td>JOSA</td>
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<td>PIGS</td>
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*Travel Funding from SOMA, MSU CGSS and/or COIMS

Travel Funding from SGA, SOMA, MSU CGSS and/or COIMS
ELECTIONS:
- Only OMS II students are allowed to hold positions on SGA Organization Executive Boards (E-Boards) - those OMS I’s progressing into Semester 3. OMS II, III and IV may serve as ad-hoc E-Board members only.
- Must be currently enrolled at the time of elections (Semester III).
- To be eligible to serve on an E-Board/Comm. Rep., Class Liaison, you must have over-all academic average of 75% and be in good academic standing.
- If below the 75% threshold, Administration will notify each student individually before the final election process occurs.
- Periodic academic checks of E-Board and Committee Reps will be made to assure that students are maintaining the 75% threshold. If academics fall beneath the threshold of 75%, receive an “N” grade and cannot meet the criteria to remediate, student leaders will be asked to resign from leadership positions to focus on academics.
- Students who are on an academic extension may participate as members in student organizations but would not be able to maintain or be elected to a leadership/E-Board position. When students who are on an academic extension return, they may pursue leadership positions in organizations as a member of the next class year cohort.
- Must be up to date on all MSUCOM immunization compliances.
- May not serve on more than 3 E-Boards, Community Representative, Liaison, etc. positions or acquire more than 6 points.
- No Co-Presidents
  - Presidents = 4 points
  - Vice Presidents = 3 Points
  - Other E-Board positions: National Liaison, Secretary; Treasurer; Clinical; Events; Health Fair; Outreach; Research; Social Coordinators and Communications; Community, Political; Public Relation Representatives, etc. = 2 Points
  - COM, MOA & MSU Committee Representatives = 1 Point
  - Class Liaisons (academics / Neuro, Cardio, Respiratory, etc.) = 1 Point

PROCESS:
1. OMS I students interested in running for an E-Board position for any of the SGA organization will need to submit their name, site, email and list of organizations for positions they are interested in for compliance checks (academic and immunization) by the specified date from Ms. Courey to Interested in Leadership Positions.
2. OMS I’s will then be notified if they are qualified to run for a position by Ms. Courey.
3. The OMS I Qualified List will be shared with current organization presidents.
4. A standard Google application link will be sent from each organization president to their members on the Qualified List.
5. Current E-Boards will read over applications and invite candidates for interviews.
6. Entire E-Board will select new incoming E-Board members and include Faculty Advisors with this process.
7. Upon selection of the OMS I candidates and prior to announcing final election results, current organization Presidents will submit candidates’ names, positions, sites and emails to: SGA Organization Executive Board Roster for final administrative approval (to make sure students are not on more than 3 E-Boards and have not gone over 6 points). Administration will inform current organization President of results so notifications may be sent to OMS I students. Deadline will be set by SGA E-Board.

MISCELLANEOUS:
- Michigan Osteopathic Association will select first year students as MOA Liaisons in July
- Class Government Executive Board elections will be held in July or August
- Class Government Committee Representative elections will be held in September
- SGA elections will be held in October. SGA E-Board members may not serve as a President of any other organization. SGA President will serve as the Student Trustee on the MOA Board during the even year (2022) and as the Student Trustee on the MOCF Board during the odd year (2023) and continue thereafter.
- SOMA elections will be held in November. SOMA President will serve on the Student Trustee on the MOCF Board during the even year (2022) and as the Student Trustee on the MOA Board during the odd year (2023)
- All other SGA organizations will start preparing in December for their elections to be held in January and to be completed by the second week of February.
- Each organization must have at least a four-member E-Board and an MSU faculty advisor (the advisor must have a faculty appointment with MSU).
- Each organization will maintain a Standard Operating Procedure (SOP) and will update the SGA E-Board with their manual.
- A mandatory SGA Leadership Summit for all organization E-Boards and Committee Representatives will be scheduled in February either virtually or in-person. If in-person, lunch will be provided and carpooling is encouraged.
- Organizations that have a joint (COM & CHM) E-Board are not recognized as a COM SGA organization (funding, room reservations, etc).
- Any MSU student can be a member of any student organization at MSU.
- Liaisons for organizations can be selected in the fall from OMS I students.
PRE-REGISTER NEW E-BOARD WITH MSU DEPARTMENT OF STUDENT LIFE:

The election of SGA Executive Boards at MSUCOM is not on the same cycle as the rest of the MSU undergraduate community. Each outgoing and new incoming E-Board will need to update their organizations registration (below) immediately after the elections with the new E-Board Members. Another registration with Involve@State through the MSU Department of Student Life is required again starting on August 1 for the following academic year. Deadline for this registration is mid-September.

Existing SGA Organizations with New Executive Board Members – Spring Semester

- Once Elections are complete, each SGA outgoing organization President must update the RSO (Registered Student Organization) with MSU’s Department of Student Life Office through Involve@State https://studentlife.msu.edu/rso-s/index.html
- The outgoing President or faculty advisor logs into https://msu.campuslabs.com/engage
- Look up organization, example: COM Public Health Association (all organization need to be registered with COM first and then the full name of the organization)
- Click “Manage Organization” (upper right-hand corner)
- Under Sparty Helmet, click triple line (hamburger symbol)
- Click “Roster”
- Click “Invite People” and add the new incoming Presidents’ e-mail and/or advisor (if not already listed)
- Incoming President accepts their email invitation and goes to https://msu.campuslabs.com/engage/ to create a profile, if they do not already have one
- Once complete, incoming President will need to add specifically the incoming Treasurer and other E-Board members if desired, end previous E-Board membership, change titles and/or primary contact for the new members.
- Incoming President should also go into their account settings to ensure their setting is "show" under privacy settings so they appear on the public roster (to switch over the MSUFCU account)
- To view web tutorial on re-registration, click: https://mediaspace.msu.edu/media/Involve%40StateA+Re-Registration+for+RSOs+Training/1_9de2hryj
- Updating of new E-Board members on Involve@State needs to be completed by MSU Department of Student Life BEFORE organizations can change over the finances through the MSU Federal Credit Union checking accounts.
- For organizations with MSU Student Agency Accounts (SOMA and Classes), your new E-Board (specifically President and Treasurer) will need to be updated.

Registering a New Organization

- Watch the video on the MSU Department of Student Life site on what is needed be to compiled and what steps are needed to submit at: https://mediaspace.msu.edu/media/1_nppis1cd (all organization need to be registered with COM first and then the full name of the organization – COM Public Health Association)

Official Registration with MSU Student Life - August 1

- Registration with MSU Department of Student Life is open August 1 each year. Follow steps as listed under Existing SGA Organizations (above). Deadline for this registration is mid-September.
FORMING A NEW SGA ORGANIZATION

We are vested in student organizations that align with the mission of the college, that are medically or community service oriented and have a connection with national affiliations. To maintain all of our organizations, financially, faculty advisor availability, scheduling of meetings, events, fundraisers, we will limit the number of organizations we can support.

TIMELINE

August  
Committee Representatives selected by COM Committees
September  
First-Year Class Executive Board Elections
October  
SGA Executive Board Elections
October  
New organization application process opens
Mid-November  
Approval or denial of application(s) (Approvals are on a trial 6-month period).
November  
SOMA Executive Board Elections
December-February  
All organizations start election process for selection of their new Executive Boards
Mid-February  
Organization elections and transitions are to be complete.
February  
Leadership Summit for SGA Organizations Executive Boards
June/July  
SGA Virtual Organization Fair for incoming first-year students

While MSUCOM SGA does not allow student organizations to have joint E-Boards with other colleges under their tutelage, any MSU student is welcome to become a member of any organization. If an organization co-exists with any other college, the college that originally initiated the organization will: 1) annually register that organization with MSU Department of Student Life as an RSO and, 2) hold financial responsibilities with MSU Federal Credit Union (MSUFCU)*.

All applications will be evaluated by a panel of administrators including faculty, staff and students. In the decision-making process, we strive to maximize our resources while maintaining the quality of the impact student organizations will have on the mission of SGA and the college.

The following steps must be completed for this application to be considered:

- Review current COM SGA organization to insure you are not duplicating efforts/missions: Student Organizations | MSU Osteopathic Medicine
- ONLY 1st YEAR MSUCOM STUDENTS CAN PROPOSE / APPLY TO BECOME A NEW ORGANIZATION
- Step 1. Complete new SGA organization proposal – 6 questions.
- Step 2. Complete organization data form
- Step 3. Complete roster including
- Step 4: Submit for consideration

If organization proposal is approved, the organization and its members hereby agree to abide by the MSUCOM SGA Constitution and follow the SGA Policies and Procedures. Failure to comply with the SGA Constitution and/or SGA Policies and Procedures may result in the dissolution of the organization.

Step One

Complete and submit new SGA organization proposal:
Describe the intuition, motivation, and reasoning behind your organization. This document should serve as the starting point during formal meetings so that small questions can be addressed before hand and proposals can receive meaningful feedback.
Details to include:
1. Proposed Organization Name
2. Executive Summary
3. The Details:
   a. Interest Numbers, b. Advisor(s); c. Meeting Frequency; d. Budget; e. National affiliation; f. Other relevant details
4. Timeline
5. Strengths and Importance
6. Other Concerns/Comments

**Step Two - Proposed Organization Officers and Faculty Advisor(s) (must be affiliated with MSU)**

*ADVISOR ROLE:*
The role of the RSO Advisor is to provide guidance to the student organization(s) they advise in operational functions, continuity between years, and adherence to university policies and procedures. For undergraduate only RSOs, the advisor must be a MSU faculty member, staff member, or graduate student. For graduate student RSOs, the advisor must be either a MSU faculty or staff member. Advisors should approach the work in a way that empowers the students to critically think and work through the management of their organization.

**ACCEPTING THE ADVISOR ROLE ON INVOLVE@STATE:**
Each year, after the organization’s registration is accepted by MSU Student Life, each advisor will be notified to log into Involve@State and accept their roles. In order to accept the role, the advisor will need to accept “Membership” into the organization first. Then, the option to accept the “Advisor Role” will become available. Involve@State considers Advisors as members and therefore must acknowledge both in the acceptance process.

**THE RSO’s RESPONSIBILITY TO THE ADVISOR:**
Maintain current Advisor on the RSO roster in Involve@State.
Notify the advisor of all meetings and events.
Consult with the advisor in the planning of projects and events.
Seek advice and guidance on SGA and University policies
Consult with the advisor before any changes are made in the structure of the RSO or in the policies of the RSO and before major projects and programs are undertaken.
Understand that while the advisor has no vote, the advisor does have speaking privileges at meetings.
The responsibility for the success or failure of RSO projects rests ultimately with the RSO, not the advisor.
Talk over any problems or concerns with the advisor.
Acknowledge that the advisor’s time and energy are donated, and express appreciation.
Try to be clear and open about your expectations for your advisor’s role.
Periodically, evaluate your advisor and give appropriate feedback.
Advisor(s) to be added to organizations MSUFCU Checking account and be involved in finances and budgeting.

**Step Three – Roster of Members**
New organizations will be asked to form as an “interest group” for six-month trial (May). At the end of that period all -interest groups- will provide a detailed report to SGA on their membership, activities, and impact throughout that period. This will also be the policy for current standing SGA organizations. The data and outcomes will indicate the -interest groups- sustainability for the possibility of being approved as an official SGA organization. During this trial period, -interest groups- will not be considered a RSO (Registered Student Organization) and will not collect dues from its members.

If the application for a new organization is submitted by current OMS II, III or IV students and is approved, per the SGA Policy and Procedure Guide: Only OMS II students are allowed to hold positions on SGA Organization Executive Boards (E-Boards) – those OMS I’s progressing into Semester 3. OMS II, III and IV may serve as ad-hoc E-Board members. The new E-Board for this organization would need to be comprised of OMS I students.

**Step Four - Date Recognition: Granted or Disapproved**
FINANCES AND TAX EIN #: 

- No COM organization are tax exempt.
- All MSUCOM organizations must use Michigan State University Federal Credit Union for their finances (for membership dues, tee shirts, lunches, etc.). Funds from membership dues CANNOT be used by E-Board for Faculty Advisors for private dinners, tee shirts, etc.
- SGA assigns $400 each year (July 1-June 30) for organization E-Boards to apply for travel funding only.
- Organization are responsible to collect dues from members to purchase food, tee shirts, etc. through the MSUFCU Credit Union.
- Financial information such as check book/savings, debit card, must be transitioned to the new Treasurer, President and Faculty Advisor. “Organization Checkbook Transfer Instructions” and “MSUFCU Application” are below.
- Each organization has a Tax EIN # for the MSUFCU Application. This Tax EIN # is NOT tax exempt. (Tax EIN # can be obtain through Office of Student Engagement and Leadership. COM _______ Tax EIN # is _______.
- A check book register along with the monthly statement must be reviewed by the Treasurer, President and Faculty Advisor on a monthly basis. The Monthly Statement needs to be mailed to each advisor at their preferred address.
- Once the incoming Executive Board has been added to the Involve@State registration website, each student organization has a Tax EIN (Employee Identification Number).
- The Tax EIN is a requirement for MSUCOM organizations to obtain a checking account at MSUFCU and complete the Registered Student Organization (RSO) Account Application.

Complete the Registered Student Organization (RSO) Account Application

- venmo accounts statements must be saved to share with Advisor and President. Money collected into the Venmo Account must be transferred immediately to the organizations checking or savings.

SECTION A:
RSO Name (example COM SGA)
Nature of RSO – Membership Organization
RSO EIN – Obtained from Ms. Courey
Email - organization email address.
Phone # - Treasurer’s number
Alternate phone # - President’s number
RSO street address - use: 965 Wilson Road, Room C101, East Lansing, MI 48824

SECTION B:
Membership and Account Agreement – Treasurer and President signatures are needed.

SECTION C:
Account Information - Notices/Electronic, Statements/Paper, RSO Checking/YES, Checks/YES, Deposits larger than $10K/NO, Wire Transfers/NO,
Business provides services – Lottery, Check Cashing, Transferring Funds/NO to all three.

SECTION D:
Responsible Individuals and Advisor – Treasurer, President, and Faculty Advisor required to complete this section.
Signed and filled out form can then be taken to any MSUFCU branch.
*A checkbook register with the monthly statement must be reviewed by the President, Treasurer, and Advisor on a monthly basis.
BRANDING USAGE – PRINTED MATERIAL:

In determining a design for your item, please consider the following:

*Will this item represent the university in a good professional tone? Would you share this item at a residency interview? Does the design stand by my Osteopathic pledge of commitment? Provide compassionate, quality care to my patients? Partner with them to promote health? Display integrity and professionalism throughout my career? Continue life-long learning? Advance the philosophy, practice and science of osteopathic medicine? Support my profession with loyalty in action, word and deed? Live each day as an example of what an osteopathic physician should be?*

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MSU Approved Logo’s for Printed Material
LOGO’S CANNOT BE CHANGED OR INTERMINGLED INTO OTHER LOGO’S

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COM Approved Logo’s for Printed Material
LOGO’S CANNOT BE CHANGED OR INTERMINGLED INTO OTHER LOGO’S

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College of Osteopathic Medicine
BRANDING USAGE – CLOTHING AND PROMOTIONAL ITEMS

Organization tee shirts, other clothing and promotional item designs will follow the same branding usage policies.
- **All apparel must go through the COM approved vendor / Office of Student Engagement & Leadership (SEL)**
- Organizations will use their logo from year-to-year as that organization’s brand.
- No class years printed on organization clothing. Class year on class government clothing only.
- Submission of organization logo’s and wording will start in early fall with the Tee Shirt Layout Form.
- All logo’s and wording will need to be approved through SEL along with MSU Licensing.
- Tee shirt color samples will be determined from year-to-year.
- Preferred vendor catalog: Sanmar.com
- After final approval, organizations will submit Tee Shirt Order Form.
- MSU Logos can be printed in Black, Green or White ONLY.
- MSU Logos cannot be intermingled or changed. Must be placed above or below wording or images.
- Clothing - The College offers inter-campus mail (between all sites) dependent on faculty and staff that travel periodically.

SOCIAL MEDIA EXPECTATIONS AND PROFESSIONALISM

- MSUCOM students are expected to adhere to standards of professionalism and abide by applicable laws, policies, and rules that govern privacy and the dissemination of protected information (e.g., HIPAA).
- When using social media and other internet sites that involve postings, comments, and images, students are expected to refrain from posting protected information, disparaging others, or otherwise conducting themselves in a way that could reasonably be perceived as unethical or unprofessional.
- Care should be taken when expressing opinions. When expressing opinions, particularly opinions about medical or health care issues, students should clearly state that their viewpoints are their own and do not necessarily represent the views of MSUCOM or others.
- Cyber stalking and similarly inappropriate online activity can be viewed as forms of harassment.
- MSUCOM students should be mindful of the fact that social media and other internet sites are never completely secure; what is posted can be seen by many, including prospective residency programs and future employers.
- Social media conduct that is contrary to this policy may result in disciplinary action (up to and including dismissal from MSUCOM) and in some instances, legal action, if postings violate applicable laws.
- Facebook must be open to the public – great recruiting tool for perspective students. College approved logo’s must be used. Each organization should read (example): COM Student Government Association (SGA). Only organization information can be posted – no personal posts.

MEDIA RELATIONS POLICY – RESPONDING TO MEDIA

When contacted by a reporter who is interested in doing a story about your student organization, here are general guidelines to follow.
- Contact the communications department in the College of Osteopathic Medicine. We can help you work with the reporter and also help promote the story.
- Be responsive and helpful when receiving a media request.
- Find out the details of the story. Who the reporter/outlet is, what specifically do they want to cover, when, and the date the story will publish or air on T.V.
- Make sure you understand each question before answering and if you don’t know the answer, then say so. It’s ok. Let the reporter know you can follow up later with an answer or more information.
- Focus on three to four key messages about your organization and stick to them. If the reporter starts asking you about something not within your expertise, say so. Let them know you can help connect them with the appropriate person.
- Make sure to represent your organization, the College of Osteopathic Medicine and MSU professionally and responsibly. Personal opinions should be clearly and carefully identified as such.
- Be sure the name of your organization and its affiliation with the College of Osteopathic Medicine is accurately represented story.
- If you receive a call related to a crisis or emergency, contact the COM communications department immediately at 517-884-3755.
GRADING SYSTEM

Annually SGA E-Board requests a budget from the Dean to provide student organizations with money to use for travel to conferences, Page 17. Typically, SGA receives a budget of $400 per student organization each fiscal year (July 1 to June 30). For organizations seeking funding for events, SGA and SOMA will consider applications for small grants.

20% Events/General Membership Meetings – one minimum per semester  
15% Attending SGA General Meetings  
15% E-Board Meetings w/faculty advisors – one minimum per semester  
10% Organization Poster Completion - Spring  
10% Registration with MSU Community – Spring and Fall  
10% E-Board Attendance at Organization Fair - Summer  
10% Lounge Clean-Up (on assigned dates at all 3 sites)  
10% Organization Reports  
100% Total

93% A  90% A-  88% B+  85% B  80% B-  78% C+  
75% C  70% C-  68% D+  65% D  60% D-  0% F

The score your organization earns will determine your eligibility to remain an SGA Organization. If an organization falls below a C (75%), SGA E-Board, and Advisors will make final decisions on the continuation as an SGA Organization and will be in correspondence with that organizations Faculty Advisor(s). Events and meetings are documented by the minutes your organization sends to SGA over the year. For events that did not have minutes, dates for the event were sent to SGA and those dates were cross-checked and confirmed with the Student Events Google calendar.

Grading: SGA General Meeting Attendance

One or more E-Board members must attend the SGA general meetings where role call is taken. These meeting are schedule twice a semester - Fall and Spring and once during Summer semester. Information will be shared concerning: College of Osteopathic Student Government Presidents (COSGP), Translating Osteopathic Understanding into Community Health (TOUCH) and Student DO of the Year, SGA Social Events. In turn, each organization will have an opportunity to share information on their upcoming events. Collaboration between organizations is highly encouraged.

Grading: Executive Board Meetings with Faculty Advisor(s)

E-Board meetings are to be scheduled with the faculty advisor(s), twice a semester (once for Summer Semester) in person or by Zoom, Google Chat, etc. Advisors are important to the organizations to help with speakers, topics of discussion and events to better inform the members.
**Grading: Events, Fund Raisers or General Meetings**

Each organization must schedule an event or fund raiser (from a bake sale to a suture clinic), or general membership meetings at least once per semester and no more than three. It is imperative that you keep your general membership engaged. Organizations must email the SGA msucom.sga@gmail.com with minutes from meetings or date of fundraiser. General membership meetings will be scheduled through the office of Student Engagement & Leadership (SEL), page 11.

**Need a Speaker**

- The office of Academic and Career Advising (ACA) can be a resource for your student organization. In addition to staying up to date on hot topics in medical career planning, ACA recruits’ residents and alumni mentors, maintains competitiveness and match data for each specialty, and assists students throughout all four years of medical school in career planning and the match process. Please reach out to com.acadvising@msu.edu to connect, access resources, or seek support as needed.

**Gifts for Speakers**

- We encourage each organization president to write a personal thank-you letter for guest speakers such as physicians / residents. The SEL office will provide notecards thank and a selection of gifts for your speakers. Please email courey@msu.edu or mill2470@msu.edu to arrange for you selection of a gift prior to the event. SEL can also ship the thank you note and gift.

### Gift Selection for Speakers

- **Campfire Mug**
- **Stainless Tumbler**
- **Portfolio**
- **Beanie w/Sparty Helmet**
- **Men’s ¼ Zip – Green only Sizes XS – 3X**
- **Ladies ¼ Zip – Black Only Sizes XS – 3X**
SCHEDULING FOR ALL STUDENT ORGANIZATION ACTIVITIES

- It is required that All student organization meetings* and activities (meetings, fundraisers, speaker presentations, volunteer activities, training, social events, drives, tee shirt distribution,) be scheduled through the SEL.
- Only E-Board members can schedule meetings, events, fundraisers.
- Live events: at least twelve business days prior to event.
- Virtual events and Fundraisers: six business days prior to events.
- Large events (ex: SOMA Monster Dash, Field Days, Class or SGA Social Events) including outside activities. – 6-8 weeks
- Organization E-Boards schedule their own E-Board meetings via Zoom and include this information when submitting an event request if they would like it to be posted to the calendars and to be included in the SGA Weekly Events Email.
- Check the Student Events Calendar and both classes Academic Google Calendars before requesting date and time.
- Instructions for viewing and layering the Google Calendars are on page 14 of this guide.
- Organization cannot schedule in conflict with academics, Student Government Association, Class, Deans Hour, ACA Sessions, and other special College meetings/events (DEI Talks, MOA Presentations, SAAO Annual Auction, etc.).
- SGA sends a weekly email with all organizations upcoming meetings and events based on the COM Google Events Calendar.
- Pharmaceutical Reps or Politicians presenters may require more information prior to event scheduling from the SEL Office.
- More than one student organization event may be scheduled at the same time if the membership is not the same interest. We encourage organizations to collaborate.
- Student organization events can be scheduled at the same time as Electives but be aware attendance may be affected.
- College events are scheduled first when Google Academic Semester calendars are released. Student Organizations may request semester events after College events are scheduled.

INSTRUCTIONS
Go to:  http://events.msu.edu/main.php?calendar=osteomed
Click: Update
User-ID:  com
Password:  student
Click : Add New Event
Select Student Group and Click Choose Template
Please fill out the form as completely – Date, Time, Category (Student Event) and Title.
Instructions for completing Input event information on page 15 (next).

User-ID: com
Password: student
Click: Add New Event
Select: Student Group
Click: Choose Template
Fill out all the information requested within the Description box:

- Description of Event: Dr. Mark Johns, Professor, Cleveland Clinic will be speaking Open Heart Surgery (please provide speakers’ name and title).
- # Expected to Attend: Enter estimated number of attendees for each campus or n/a if virtual only
- Are you providing food? Yes or No
- Does this need to be broadcast to all 3 sites? What campus will speakers originate from and campuses for broadcast or n/a if virtual only, include if you plan to offer live and Zoom attendance to your membership
- Will you need to share any computer-based content? Will any outside media be used? (disc movie, etc).
- Top 3 Date Preferences: Put in three dates by order of preference
- Also: Is event open to all students or just your organizations membership
- Location Choices. Zoom or physical rooms at DMC, East Lansing and Macomb, SEL will set up rooms at all three campuses.
- Price Examples: Price per student (members and non-members), leave blank, donations appreciated, etc.
- Contact Name: Name of person making the request
- Contact Phone: Leave blank or add your cell phone
- Contact email: Requestors MSU email address for contact and organizations email address
- Displayed Sponsor Name: Name of your organization (write out – no acronyms)

The above information will go to Ms. Jennifer Miller – mill2470@msu.edu Office of SEL, C101 East Fee Hall, East Lansing. Ms. Miller will review request (reserve rooms at all campuses/zoom connection information) or she will follow up with requestor. Requests are processed by order of date as priority. When activity is confirmed the requestor and entire e-board including advisors will receive an email confirmation. After receiving confirmation, you may add the event to YOUR organizations MASTER Volunteering Calendar and make it available to membership for sign-up. Activities must be approved before they are offered to membership.

Ten days prior to any outreach/volunteer event, a Student Organization Clinical/Volunteering Activity Approval Form MUST be completed. https://com.msu.edu/current-students/student-life/clinical-outreach These forms do not need to be signed by Faculty Supervisor if there is no patient contact. Class year does not need to be included.

Information contained in the confirmation email received (date/time/rooms at all campuses or zoom connection information, description of meeting and contact) will simultaneously be placed on the COM Google Student Events Calendar, COM Events Calendar and included in the SGA Weekly Events email.

IT (Information Technology) does not support in-person meetings/events after 4:30 p.m. The SEL office will provide requestor with contact information to set up a training appointment for equipment set up, usage and shut down procedures. It is helpful to have more than one E-Board member trained.

Keys for rooms in East Lansing (E202 and the Patenge Room C102) must be checked out from Office of Student Engagement and Leadership, C101 East Fee Hall. For evening meetings keys must be checked out by 2:00 pm and returned the next business day. E105 is an unlocked classroom and does not require a key, A316 and A338 will be left accessible for the meeting by the COM Business Office.

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**MSUCOM Sigma Sigma Phi Calendar of Events**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Status</th>
<th>Sign up Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/18/2019</td>
<td>Greater Lansing Food Bank</td>
<td>EL</td>
<td></td>
<td><a href="https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c">https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c</a></td>
</tr>
<tr>
<td>5/19/2019</td>
<td>Special Olympics Michigan</td>
<td>Oakland University</td>
<td></td>
<td><a href="https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c">https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c</a></td>
</tr>
<tr>
<td>6/9/2019</td>
<td>Greater Lansing Food Bank</td>
<td>EL</td>
<td></td>
<td><a href="https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c">https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c</a></td>
</tr>
<tr>
<td>6/16/2019</td>
<td>Greater Lansing Food Bank</td>
<td>EL</td>
<td></td>
<td><a href="https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c">https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c</a></td>
</tr>
<tr>
<td>7/9/2019</td>
<td>Greater Lansing Food Bank</td>
<td>EL</td>
<td></td>
<td><a href="https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c">https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c</a></td>
</tr>
<tr>
<td>7/15/2019</td>
<td>Greater Lansing Food Bank</td>
<td>EL</td>
<td></td>
<td><a href="https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c">https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c</a></td>
</tr>
<tr>
<td>7/21/2019</td>
<td>East Lansing Parks and Rec</td>
<td>EL</td>
<td></td>
<td><a href="https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c">https://docs.google.com/spreadsheets/d/1z321apvHhSbAAQzTc18c</a></td>
</tr>
</tbody>
</table>
The easiest way to overlap the Google Calendars for viewing:

Visit: https://com.msu.edu/current-students/events
Click on: Additional student events can be seen here via the legacy "COM Student Events" Google calendar

Click the plus sign at the bottom right corner of the calendar

Then visit the class specific pre-clerkship page at: https://com.msu.edu/current-students/class-specific-information. Add both classes Academic Google Calendars using the same method to overlap all calendars.

You may also include the COM Google Elective Calendar, link is on https://com.msu.edu/current-students/preclerkship-medical-education/preclerkship-electives

Calendar view when all four are layered:
**Grading: Organization Poster Requirements**

Each organization will need to create a poster to be displayed at each site before the incoming class Orientation (April). East Lansing and Macomb will have paper posters, DMC will have poster on a continuous loop on the monitor in the classroom hallway.

- In PowerPoint 2007 open up a blank screen. Under Design go to Page Setup. Change the size of the document (see below) width and height from there.
- If you have an older version of PowerPoint, you can change the size of the document under File then Page Setup. Font must be: Ariel or Times Roman. Please make sure you leave .5” margins around the edges.
- All organization posters are same size: 23” x 23”
- If you need the photo taken of you or your other E-Board members at the Convocation/White Coat Ceremony for your posters, contact Ms. Courey at courey@msu.edu
- E-mail your PowerPoint poster to SEL at courey@msu.edu for approval by mid-April.

**Poster Requirements**

- Full name of organization
- Organization acronym:
- Picture of each E-Board member with title and site – Bio photos available from Ms. Courey or Ms. Miller
- Name(s) of faculty advisor(s) and /or photo
- Organizations’ Gmail address
- Goals of the organization/mission statement
- Labeled pictures of organization events
- 1” border on entire poster – no bleeds (to the edge)

**Grading: Registration and Constitutions**

All organizations must have an electronic updated constitution. Constitutions need to be sent to the current SGA Director of Administrative Services by early September (registration with MSU). All organizations must re-registered with MSU Department of Student Life by early September. If an organization fails to produce a constitution or to register with MSU Department of Student Life, the organization will not be allowed to schedule events, fund raisers or general membership meetings, therefore jeopardizing their standing with SGA.

**Grading: Virtual Organization Fair Requirements**

One or more E-Board members must attend the Virtual Organization Fairs. Each organization will give a 20 minutes virtual presentation by the E-Board with information on their organization and membership.

**Grading: Lounge Clean Up Schedule**

Each organization has storage space in their site-specific areas: Fee – Student Lounge (two rooms - basement), DMC – Student Lounge, Macomb – Student Lounge. Storage of biohazard products, food or beverage is prohibited. Any large items or mass quantities of items need prior approval. Storage room will need to be “cleaned out” on a mid-year and year-end schedule. Organizations will be assigned a week to clean their respective lounges by the SGA Director of Administrative Services (DAS). A schedule and check list will be provided in each of the lounges and e-mailed to each organization. Email DAS to confirm that you have cleaned.
SGA Policies & Procedures Guide

<table>
<thead>
<tr>
<th>Organization</th>
<th>Date</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pick up trash from floor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Put away pool sticks and triangle rack</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Put away ping pong paddles and balls</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Organize games for N64 on shelf under TV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wrap up N64 controllers on shelf under TV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Check refrigerators for old food; throw it away</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Move furniture back if out of place</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Wipe down the shelves in the refrigerators</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Place chairs back around tables</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Wipe down counters and tables</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dust TVs, tables, cabinets, entertainment center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scrub sink with SOS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wipe down stainless steel appliances</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Cleaning supplies can be found under sink</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After cleaning email <a href="mailto:msucom.sga@gmail.com">msucom.sga@gmail.com</a></td>
</tr>
</tbody>
</table>

Updates to cleaning schedule with organization weekly assignment will be made when we return in-person.

**Grading: Organization Reports**
These reports are used for tracking organizations events, fundraisers, meetings, expenditures and for SGA accuracy in the Grading System. Also, that advisors have an overall report of their organization’s activities.

**VOLUNTEER ACTIVITY APPROVAL FORM:**
The Student Organization Clinical/Volunteer Activity Approval Form must be submitted to the Office of Student Engagement and Leadership three weeks prior to the event.

For organizations with the exception of CIM, DSC, MSM and SSM there will not be any patient contact at volunteering events. The form would NOT need to include a Supervising Physician but does need to be signed by our Faculty Supervisor/Advisor.

For CIM, SCS, MSM and SSM with patient contact, the Form will need a Supervising Physician and Faculty Supervisor/Advisor signatures.

The purpose of this form is to ensure that students who have signed up are compliant with MSUCOM’s requirements (i.e. vaccinations, etc.).

[https://com.msu.edu/current-students/student-life/clinical-outreach](https://com.msu.edu/current-students/student-life/clinical-outreach)
STUDENT TRAVEL GUIDELINES

Only students who are required by or serve on a national committee/affiliation will be considered for an excused absence from COM examinations and/or mandatory course activities at the discretion of the Associate Dean of Medical Education. All other students, regardless of what is stated in a COM organizations constitution, will be reviewed individually for consideration of an excused absence. Students must have academic average of 75% to be approved for travel funding.

TRAVEL PROCEDURES:
- No travel funding is available for any COM Electives (Cuba, Guatemala, South Korea, Peru, Malawi, Mexico, etc.)
- Requirements for Pre-Clerkship Funding: Precedence will be given to organization E-Board members and individuals presenting research or a poster. Funding will only be considered for travel to national meetings/conventions.
- In order for the MSUCOM SGA or SOMA Finance Committee to consider approval of your travel – PRE-CLERKSHIP STUDENTS MUST FILL OUT AN EXCUSED ABSENCE FORM. This form is used for travel that occurs over your academic schedule.
- The approval email from the Associate Dean of Medical Education will be sent to Ms. Courey. If you are not approved for an Excused Absence, SGA/SOMA cannot approve funding for your trip. Also, failure to fill out this form will cancel your request.
- If any E-board member, other than the president is requesting funding from your organizations portion of the SGA Funding ($400 each org July 1 – June 30), approval from the organization president will need to be sent to courey@msu.edu before funding request deadline.
- DO NOT MAKE TRAVEL PLANS until you have received confirmation of funding approval from SGA/SOMA. We cannot reimburse individuals for denied funding requests.
- Fill out SGA and SOMA Expenditure Request Form
- This document must be filled out COMPLETELY with your MSU e-mail address (the College will not authorize your travel without it) and your full current address, street, city, state, zipcode.
- A link to the conference website, city and state must be included on this form and name of conference must be spelled out (no acronyms).
- Deadline for Expenditure Requests due is by the first day of each month: Example: Submit July 1 for September/October, Submit August 1 for October/November, etc.
- After the SGA/SOMA Finance Approval Committee has met, you will receive notification of the outcome of that meeting before you travel.
- If traveling with several classmates, each traveler must complete all of their own forms, purchase their own airline ticket, pay for their own registration and only the name of the person on the hotel receipt can claim the hotel room for reimbursement. You can only claim ONE room, so do not book multiple rooms for other students. MSU will not reimburse if done this way.
- If traveling with a group and are sharing an Airbnb, everyone must turn in their receipts within the same week with copies of the Venmo payment to the individual that booked the room as all reimbursement for sharing the Airbnb must be processed at the same time.
- Although Expedia and Priceline are a less expensive companies to book tickets – with booking with these companies you may not be able to receive the itemized receipts that are required by MSU Travel and therefore you may not be reimbursed.
- **REMEMBER TO SAVE ALL RECEIPTS (except for food)**
- Food costs are reimbursed for only overnight travel. If food was provided during the conference, you will not be reimbursed for that meal.
- Turn in your ORIGINAL receipts from your trip as soon as possible (within two weeks) after you return as attached .pdfs to courey@msu.edu. This includes ALL boarding passes and proof of payment for airfare and/or registration.
- It can take two or more weeks for your reimbursement check from the University.

RECEIPTS NEEDED:
- Conference Agenda (one or two pages of What, Where & When)
- Conference Registration Receipt
- Airline Itinerary/Rail Itinerary. Also provide proof of payment for your ticket. Confirmations are not accepted by MSU.
- Please do not use airlines miles or points. You will not be reimbursed per the MSU Travel Policy.
- Car rental receipt and proof of payment (accident insurance will not be reimbursed).
- Uber/Taxi (only receipts to hotel, airport and meeting site will be reimbursed. Please write on receipt the to/from. No reimbursement can be made for travel to restaurants.
- Airport/Rail parking
- Michigan Flier Receipt
- Hotel (Itemized hotel receipt. No incidentals will be reimbursed).
- List of other students that stayed in your room along with the complete name and address of the hotel.
- If you are paying for the entire room, a receipt (Venmo, etc.) must be shown for payments from those students that stay in the room, with their name and your name, so they can be reimbursed.
- There will be no reimbursement for alcohol
- Please review before turning in receipts: Reimbursement Chart | Travel @ State | Michigan State University (msu.edu)

Questions regarding travel or reimbursement: Beth Courey at courey@msu.edu, 517/355-4608, C101 East Fee Hall

SGA P&PG updated Spring 2022