# 2022-23 SGA Policy and Procedure Guide

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Welcome

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.).

Objectives

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

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<th>Position</th>
<th>Name</th>
<th>Title</th>
<th>Email</th>
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<tr>
<td>President &amp; MOA Board of Trustees</td>
<td>Elizabeth Cowdin</td>
<td>EL</td>
<td><a href="mailto:cowdinel@msu.edu">cowdinel@msu.edu</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>Aleksandria Bartosiewicz</td>
<td>DMC</td>
<td><a href="mailto:Bartosi9@msu.edu">Bartosi9@msu.edu</a></td>
</tr>
<tr>
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<td>EL</td>
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</tr>
<tr>
<td>Vice President</td>
<td>Nimanthi Kumara</td>
<td>MUC</td>
<td><a href="mailto:Kumara24@msu.edu">Kumara24@msu.edu</a></td>
</tr>
<tr>
<td>Director of Administrative Services</td>
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<td><a href="mailto:Mcle140@msu.edu">Mcle140@msu.edu</a></td>
</tr>
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<td>Director of Programming</td>
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<td><a href="mailto:fongkayl@msu.edu">fongkayl@msu.edu</a></td>
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<tr>
<td>Faculty Advisor</td>
<td>Dr. Katherine Ruger</td>
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<tr>
<td>Staff Advisor</td>
<td>Ms. M. Beth Courey</td>
<td>EL</td>
<td><a href="mailto:courey@msu.edu">courey@msu.edu</a></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Ms. Jennifer Miller</td>
<td>EL</td>
<td><a href="mailto:mill2470@msu.edu">mill2470@msu.edu</a></td>
</tr>
<tr>
<td>Representative</td>
<td>TBD</td>
<td></td>
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<tr>
<td>Representative</td>
<td>Ms. Jennifer Lanuzza</td>
<td>MUC</td>
<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 COSGP (Council of Student Government Presidents).
- Governs student organizations

Year One Class Government 4 and 2 Years Terms
- Governs 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
- National Political Advocacy through AOA
- All students are members

Student Osteopathic Medical Association 1 Year Term

MI Osteopathic Association Liaisons 1 Year Term
- State of Michigan Political Advocacy through MOA

GROUPS*

<table>
<thead>
<tr>
<th>Diversity</th>
<th>Interfaith</th>
<th>Outreach</th>
<th>Primary Care</th>
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<td>(Specific members)</td>
<td>Inclusion</td>
<td>Religious</td>
<td>Local and National</td>
<td>Primary Care</td>
<td>Research, Health &amp; Business</td>
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*Travel Funding from SOMA, MSU COGS and/or COMS

Travel Funding from SGA, SOMA, MSU COGS and/or COMS
**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_nppjs1cd

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

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

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:

- Step 1. Complete new SGA organization proposal – 6 questions.
- Step 2. Complete organization data form
- Step 3. Complete roster
- 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
   I. Interest Numbers
   II. Advisors
   III. Meeting Frequency
   IV. Budget
   V. National Organization affiliation
   VI. Other relevant details
4. Timeline
5. Strengths and Importance
6. Other Concerns/Comments

**Step Two**

Proposed Organization Officers
Faculty Advisor(s) (*must be affiliated with MSU*)

**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 #:

- 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 obtained through Office of Student Engagement and Leadership. COM _________ Tax EIN # is _________)
- A checkbook 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 MSUFCU RSO Account Application Form.
- 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?*

**MSU Approved Logo’s for Printed Material**

LOGO’S CANNOT BE CHANGED OR INTERMINGLED INTO OTHER LOGO’S

**COM Approved Logo’s for Printed Material**

LOGO’S CANNOT BE CHANGED OR INTERMINGLED INTO OTHER LOGO’S

[Logos image]
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 MSUCOM approved vendor / Office of Student Engagement & Leadership.
- 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 September/October with Tee Shirt Layout Form.
- All logo’s and wording will need to be approved through Office of Student Engagement & Leadership 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.
- All Tee Shirts will be printed through the Office of Student Engagement & Leadership.
- 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 administrators, faculty and staff that travel on a weekly basis.
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 some 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.
- 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 in the 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 at:

- 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

<table>
<thead>
<tr>
<th>Score</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
</tr>
</thead>
<tbody>
<tr>
<td>93%</td>
<td>90%</td>
<td>88%</td>
<td>85%</td>
<td>80%</td>
<td>78%</td>
<td>C+</td>
</tr>
<tr>
<td>75%</td>
<td>70%</td>
<td>68%</td>
<td>65%</td>
<td>60%</td>
<td>50%</td>
<td>F</td>
</tr>
</tbody>
</table>

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.

**Speakers / Gift and Thank you cards:**

- 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.
- 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.
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, t-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 event.
- 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, Conversations with the Dean or 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

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 on 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 eboard 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](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.

<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>5/18/2018</td>
<td>Greater Lansing Food Bank</td>
<td>EL</td>
<td></td>
<td><a href="https://docs.google.com/spreadsheets/d/1y07j7R9R3E6jCvMhKE62">https://docs.google.com/spreadsheets/d/1y07j7R9R3E6jCvMhKE62</a></td>
</tr>
<tr>
<td>5/19/2018</td>
<td>Special Olympics Michigan</td>
<td>Oakland University</td>
<td></td>
<td><a href="https://docs.google.com/spreadsheets/d/115xPMj9Pzour5v9gFEP">https://docs.google.com/spreadsheets/d/115xPMj9Pzour5v9gFEP</a></td>
</tr>
<tr>
<td>6/16/2018</td>
<td>Greater Lansing Food Bank</td>
<td>EL</td>
<td></td>
<td><a href="https://docs.google.com/spreadsheets/d/1Y07j7R9R3E6jCvMhKE62">https://docs.google.com/spreadsheets/d/1Y07j7R9R3E6jCvMhKE62</a></td>
</tr>
<tr>
<td>7/6/2018</td>
<td>Greater Lansing Food Bank</td>
<td>EL</td>
<td></td>
<td><a href="https://docs.google.com/spreadsheets/d/115xPMj9Pzour5v9gFEP">https://docs.google.com/spreadsheets/d/115xPMj9Pzour5v9gFEP</a></td>
</tr>
<tr>
<td>7/12/2018</td>
<td>Greater Lansing Food Bank</td>
<td>EL</td>
<td></td>
<td><a href="https://docs.google.com/spreadsheets/d/1Y07j7R9R3E6jCvMhKE62">https://docs.google.com/spreadsheets/d/1Y07j7R9R3E6jCvMhKE62</a></td>
</tr>
<tr>
<td>7/13/2018</td>
<td>East Lansing Parks and Rec</td>
<td>EL</td>
<td></td>
<td><a href="https://docs.google.com/spreadsheets/d/1Y07j7R9R3E6jCvMhKE62">https://docs.google.com/spreadsheets/d/1Y07j7R9R3E6jCvMhKE62</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”. Class posters are 56” x 36”
- 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>
</tbody>
</table>

After cleaning email msucom.sga@gmail.com

**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.).
- 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 at: Excused Absence Form. This form is use 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 will not approve funding for your trip. Also, failure to fill out this form will cancel your request.
- Requirements for Pre-Clerkship Funding: Precedence will be given to organization E-Board members and individuals presenting research or a poster.
- DO NOT MAKE TRAVEL PLANS until you have received confirmation of funding approval from SGA/SOMA. We cannot reimburse individuals for denied funding requests.
- If you are requesting funding to travel to a national meeting/convention, fill out SGA and SOMA Expenditure Request Form
- If using a portion of your organizations SGA Funding ($400 each org July 1 – June 30), approval from the organization president will be requested prior to the Finance Approval Committee Meeting.
- 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.
- Deadline for Expenditure Requests is due by the first day of each month: Example: Submit July 1 for September/October, Submit August 1 for October/November, etc.
- After the MSUCOM 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.
- Travel to conferences for research will only be considered if presenting a poster or giving an oral presentation.
- REMEMBER TO SAVE ALL RECEIPTS (except for food - See MSU Guidelines) at: MSU Travel Guidelines
- 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.
- Travel reimbursements are processed through the MSU Concur Travel System.

Helpful MSU Travel Guides:
http://www.cotravel.msu.edu/CTravel/New/Guides.aspx

RECEIPTS NEEDED:
- Conference Agenda (one to 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.
- 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/Railparking
- 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.

If you have any questions regarding travel or reimbursement, contact - Beth Courey at courey@msu.edu
Phone: 517/355-4608, C101 East Fee Hall