

***Constitution of the Student Government Association  
MSU College of Osteopathic Medicine***

Updated: Fall 2024

Article I: NAME.

This organization shall be called the Student Government Association of the MSU College of Osteopathic Medicine, hereafter MSUCOM SGA.

Article II: OBJECTIVES.

The objectives of this association shall be:

1. To unite the MSUCOM student body toward common educational, professional, and social goals.
  2. To serve as a link between the MSUCOM student body and the MSUCOM administration in issues related to American Association of Colleges of Osteopathic Medicine (AACOM), American Osteopathic Association (AOA), Commission on Osteopathic College Accreditation (COCA), National Board of Osteopathic Medical Examiners (NBOME), and Council of Osteopathic Student Government Presidents (COSGP).
  3. To promote the art and science of osteopathic medicine at MSUCOM.
  4. To uphold the high standards of academic honesty and integrity within the osteopathic profession, in issues related to AACOM, AOA, COCA, NBOME, and COSGP.
  5. To facilitate cooperation and communication between MSUCOM registered student organizations.
  6. To maintain communication, disseminate information, foster student leadership, and provide a mechanism for the exchange of ideas between students of different colleges of osteopathic medicine.
- As pertains to national and state representation for MSUCOM.

Article III: REPRESENTATION/VOTING PRIVILEGES.

Section 1: REPRESENTATION.

The MSUCOM SGA shall consist of the SGA Executive Board and a designated representative from each of the MSUCOM Registered Student Organizations (RSO).

The Student Government Association of MSUCOM will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Only MSUCOM students (including PA Medicine students) may be officers and/or voting members. Each organization must register annually with MSU and have a current constitution on file.

Section 2: VOTING MEMBERS

Only MSUCOM students may be voting members. Each organization is responsible for selecting a representative to the MSUCOM SGA. This individual will represent their organization and may cast one vote on behalf of that RSO for MSUCOM SGA matters. One person may only represent one organization at any one Student Government Association meeting.

Article IV: OFFICERS AND ELECTIONS.

Section 1: The Student Government Association of MSUCOM officers shall be: President, National Vice-President, a Vice-President at each campus, Treasurer, Secretary, Council of Graduate Students Representative, Council of Medical Students Representative, PA Liaison.

Section 2: Only MSUCOM OMS-II students and PA President may hold a position on the Student Government Association Executive Board of MSUCOM.

Section 3: Student Government Association officers shall be elected in the Fall. The exact date will be up to the discretion of the current Office of Student Leadership and Engagement (SEL) and the current SGA Executive Board.

Section 4: Elections for Student Government Association of MSUCOM Officers:

- A. Elections determined by applications which will be reviewed by the SGA board and SEL Team. Interviews will be performed by the current e-board. The e-board will vote on the nominees. A majority vote indicates the winner.
- B. The winners will be announced at the subsequent General Student Body Meeting.
- C. Term of office is one year.
- D. In the event that no candidates apply for the Student Government Association, the outgoing Executive Board will work with Student Engagement & Leadership and the Assistant Dean of Admissions & Student Affairs in order to find a solution. (Reversion to a general election may be considered.)

Section 5: Candidates are not to be involved in the administration of elections. The outgoing Student Government Association Executive Officers will be responsible for running the election.

Section 6: Physician Assistant (PA) students shall be defined as individuals who are currently enrolled, and in good academic standing in the Physician Assistant Program at MSUCOM.

Article V. OFFICER DUTIES

Section 1: The Executive Board shall be responsible for updating the constitution of the Student Government Association of MSUCOM each year in the Fall Semester.

Section 2: President

- A. Call and preside over all Student Government Association of MSUCOM meetings invoking Robert's Rules of Order in Article 12.
- B. Serve as the Student Government Association Representative to the MSUCOM administration.
- C. Represent the MSUCOM student body on the Council of Osteopathic Student Government Association Presidents within the American Association of Colleges of Osteopathic Medicine.
- D. During the year following the President's term, shall serve as ex-officio member of the Student Government Association of MSUCOM without privilege of vote. Should a former Student Government Association of MSUCOM officer serve as an organization's representative to the Student Government Association of MSUCOM, he/she will have all the rights, privileges, and responsibilities of a Student Government Association Organization Representative.
- E. Serve as an ex-officio member of each standing committee without privilege of vote.
- F. Attend Student Leaders meetings with the Assistant Dean of Admissions and Student Affairs twice per semester.
- G. May serve as a non-voting member of Council of Interns and Residents (CIR).
- H. Attend Class Meetings for both the first- and second-year classes and present all pertinent Student Government Association news
- I. Serve as a consultant to the President that succeeds him/her.
- J. The President may not serve on the Executive Board of any other student organization.
- K. Serve as the Student Trustee on the Michigan Osteopathic College Foundation (MOCF) Board.
- L. Attend faculty leadership and other faculty meetings or appoint a designee if unable to attend.
- M. Serve as voting student-delegate at AOA House of Delegates
- N. Only votes in Executive Board meetings to break a tie.
- O. Serve as a Student Representative to the MSUCOM Alumni and Development Office when requested (or appoint an alternate).

- P. Meet with pre-clerkship Class Government Curriculum Representatives prior to all COSGP Meetings. This will aid in effectively representing MSUCOM at COSGP meetings aligning with practices at other colleges of osteopathic medicine where student government leaders serve in this capacity.
  - Q. Will address the incoming class at their White Coat Ceremony.
  - R. Meet with the SOMA & Pre-clerkship Class President(s) once per month.
  - S. Automatically take the role of Immediate Past President upon completion of term.
    - a. Serve as an active mentor and render other assistance when called upon by the President or the Assistant Dean of Admissions & Student Affairs.
    - b. Non-elected position. Appointed by the incoming SGA President.
    - c. Serve on the Student DO of the Year committee (voting).
    - d. Serve on the Student Researcher of the Year Committee (vote determined by chair).
    - e. Serve on the Global Health Scholar of the Year Committee (vote determined by chair).
  - T. Assign duties and responsibilities as appropriate to the rest of the board.
- Section 3: National Vice-President
- A. Non-site-specific position in addition to the three DMC, EL, or MUC, site vice-presidents
  - B. Travel with the President to COSGP Meetings.
  - C. Travel with the President to AOA HOD meetings (Serve as 1st alternate).
  - D. Sit on a minimum of one COSGP Committee(s).
  - E. Assist the Treasurer with planning the SGA Fall Social.
  - F. Main coordinator for D.O. Day of Service (if applicable).
  - G. Fulfill duties of the MSUCOM SGA President in his/her absence.
  - H. Manage Social Media accounts.
  - I. Work closely with the President to make national scholarships available to the MSUCOM Student Body.
  - J. Serve on all MSUCOM-COSGP standing committees. (SDOY, SROY, GSOY).
  - K. Comprise summaries of COSGP Business meetings to distribute to the MSUCOM Student Body.
  - L. Main coordinator for elections.
  - M. Identify advocacy opportunities to distribute to the MSUCOM Student body. (Work with SOMA).
  - N. Main coordinator for grading registered student organizations.
  - O. Other duties as delegated by MSUCOM SGA President.

#### Section 4: Vice Presidents

- a. Fulfill duties of the Student Government Association of MSUCOM National Vice-President in his/her absence.
  - a. Including but not limited to traveling with the President to COSGP Meetings
  - b. Other duties as delegated by the Student Government Association President.
  - c. Coordinate and organize COSGP TOUCH program for site-specific MSUCOM students.
  - d. Serve as a consultant to the Vice-President who succeeds him/her.
  - e. EL VP will be the vice-coordinator of N.D.O.D.S. (National D.O. Day of Service).
  - f. MUC VP will serve as the Committee Chair for Student Researcher of the Year (SROY).
  - g. DMC VP will prepare and fulfill all duties associated with COSGP Student DO of the Year as required by the national committee.
  - h. All Vice-Presidents will travel to AOA HOD & OMED.

#### Section 5: Secretary

- a. Prepares and records minutes of all Student Government Association general meetings and e-board meetings. Minutes must be typed and distributed within two weeks of a meeting.
- b. Maintain attendance records at SGA Meetings
- c. Responsible for the student organization bulletin boards in East Fee Hall.
- d. Responsible for (updating) student lounge regulations and for making sure that each organization helps in the student lounge cleaning.
- e. Other duties as delegated by the Student Government Association President.
- f. Serve as a consultant to the Secretary who succeeds him/her.
- G. Coordinate President's club invitations.
- H. Coordinate Student Body General Meetings.

#### Section 6: Treasurer

- a. Prepare and maintain records of Student Government Association financial resources.
- b. Responsible for allocation and distribution of funds to registered MSUCOM student organizations.
- c. Responsible for preparing fund allocation procedures to be voted on by Student Government Association Executive Board members and submitted to the Dean of MSUCOM for approval.
- d. Coordinates Fall SGA Social Event for all students to attend (Main, National VP is first-assist).
- e. Facilitate any other events, speakers, etc. at the discretion of the President.
- f. Other duties as delegated by the Student Government Association President.
- g. Serve as a consultant to the Treasurer who succeeds him/her.
- H. Coordinate fundraising for the calendar year (if applicable/necessary).

#### Section 7: Council of Graduate Students (COGS) Representative

- A. Serve as the representative and voting member for the College of Osteopathic Medicine on the Council of Graduate Students.
  - a. Must attend all of the Full Council meetings
  - b. Effectively communicating any needs or concerns from the constituents to the Full Council
- B. Serve as a member of the University Graduate Professional Judiciary Committee (UGPJ) & University Graduate Judiciary Committee (UGJ) to vote on graduate student disciplinary appeal cases.
- C. May serve on other COGS / University committees or on COGS Executive Board.
- D. Act as point of contact for certain clubs and organizations through MSUCOM.
- E. Any other duties as delegated by the SGA President

#### Section 8: Council of Medical Students (COMS) Representative

- A. Job Description: Work with representatives from Michigan State University College of Human Medicine and Veterinary Medicine
- B. Serve as either the Council of Medical Students President, vice president or treasurer - position rotates yearly upon officer transition.
- C. Attend and represent the concerns of members from the College of Osteopathic Medicine to the MSU Council of Graduate Students and the MSU Council of Medical students
- D. Fund proposals and/or reimburse students for conference travels as warranted via COMS and COGS tax.
- E. Act as point of contact for certain clubs and organizations through MSUCOM.

F. Any other duties as delegated by the SGA President.

Section 9: PA Liaison

- A. Will represent the PA class in all SGA executive board meetings, general meetings and president club meetings.
- B. PA President (or appointed by PA President).
- C. Will assist with planning SGA Fall Social Event, National DO Day of Service, Fundraising, etc.
- D. Voting Member Student Government Association
- E. Other duties as assigned by SGA President

Section 10: MSUCOM SGA Executive Board members are not able to represent any other student organization at Student Government Association meetings.

Section 11: The MSUCOM SGA Executive Board members may not serve on any other RSO Executive Board.

Section 12 : An officer of the Student Government Association of MSUCOM may be removed from office by the presentation of a petition calling for such action, which must be signed by two-thirds of the voting membership of the Student Government Association of MSUCOM.

Section 13: In the event of a vacancy in the Student Government Association of MSUCOM officer position, a special election must be held to fill the vacancy, provided the vacancy occurs no less than two months prior to the scheduled annual election. The same nominating and election procedures, as outlined in Article IV, Section 4 of this constitution, shall be used.

Article VI: MEMBER RESPONSIBILITIES

Section 1: Each MSUCOM RSO is responsible for:

- a. Upholding the objectives of the Student Government Association of MSUCOM.
  - b. Being represented at ALL Student Government Association meetings.
  - c. Selecting its own representative to the Student Government Association of MSUCOM from the registered list of officers for that organization. If the registered voting representative is not in attendance, the next highest-ranking officer from that organization shall be given the vote, provided he/she is not duly representing another organization at that particular meeting.
  - d. Participating and supporting ALL Student Government Association activities.
  - e. Providing interested members to serve on the Student Government Association of MSUCOM committees.
  - f. Following established procedures of the Student Government Association of MSUCOM.
- Section 2: Each organization's Student Government Association of MSUCOM representative is responsible for:
- a. Attending ALL Student Government Association of MSUCOM meetings.
  - b. Serving as a liaison between the Student Government Association of MSUCOM and the organization that he/she represents.
  - c. Voting on behalf of the represented organization.
  - d. Maintaining open, truthful, respectful, two-way communication between the represented organization's membership and the Student Government Association of MSUCOM.
  - e. Promoting academic honesty and professional integrity.

Article VII: MEETINGS.

Section 1: The Student Government Association of MSUCOM shall have regular meetings no less than five times per twelve-month academic year. Meetings are to be held during the academic semester.

Section 2: A quorum must be present to conduct Student Government Association of MSUCOM business.

Section 3: Notice of each meeting must be given to voting members no less than one week prior to the date of a regular meeting or 24 hours prior to a special meeting.

Section 4: Special meetings to handle emergency business may be called in the following ways:

- a. By the Student Government Association of MSUCOM President via a memo to all student organization presidents and representatives.
- b. By request of a Dean of MSUCOM.
- c. By written request of three voting members of the Student Government Association of MSUCOM.

Section 5: All meetings, including those of committees, shall be scheduled such that they do not conflict with scheduled classes.

Section 6: The SGA Executive board shall have meetings bi-weekly. The time will be determined by the President, and executed by the Secretary.

Section 7: Outgoing SGA shall present the SGA Leadership Summit early in the spring semester. Outgoing Class Government & Outgoing SOMA Leadership will also be invited to present.

#### Article VIII: DISTRIBUTION OF FUNDS

Section 1: There will be a Student Government Association Finance Committee that will review all applications for additional travel funding. This committee will consist of:

- a. Student Government Association Advisors
- b. The Student Government Association President.
- d. The Student Government Association Treasurer.

Section 2: Each student organization will be allocated approximately \$1000 in travel funding at the beginning of the fiscal year – July 1<sup>st</sup> through June 30<sup>th</sup>.

Section 3: Application for Student Government Association money must be submitted on a Google application by date indicated by the Treasurer.

Section 4: The following restrictions will be placed on the utilization of monies given to student organization and requested from Student Government Association money can only be used for:

- a. Travel ONLY IF the travel is required OR if a voting representative from our school must be represented by that student organization.

Student Government Association money cannot be used for:

1. Copying of religious or political literature.
2. Any other item not sanctioned through University Policy.
3. Reimbursement to parent organization.

Section 5: Only organizations registered with MSU who have representation at ALL of the properly called Student Government Association of MSUCOM meetings and have completed all organization responsibilities during the current fiscal year are eligible to apply for any funds for the following year.

#### Article X: AMENDMENTS.

Section 1: A proposed amendment to this Constitution may be presented to the Student Government Association of MSUCOM prior to the time where it will be brought to vote.

Section 2: Amendments may be adopted at a properly called meeting conducted under Robert's Rules of Order at which a quorum is present. Amendments must receive a two-thirds affirmative vote to be approved

#### Article XII: SPECIAL CIRCUMSTANCES.

The membership of the Student Government Association of MSUCOM may vote to suspend the Constitution in extreme circumstances that are not properly addressed by the current Constitution. The vote to suspend must occur at a properly called meeting conducted under Robert's Rules of Order at which a quorum is present. A two-thirds affirmative vote is required for suspension to be approved. Only a single issue may be addressed under each vote to suspend the Constitution.

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