2022-23 SGA Policy and Procedure Guide

Table of Contents

Welcome

On behalf of MSUCOM's Office Student Engagement and Leadership (under Admissions and Student Affairs) 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 Advisers 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. As the governing body to all MSUCOM organizations, we will facilitate cooperation and communication among each. 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.
- First year students may be invited to student organization events at any time during year 1.
- 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) COM.SEL@msu.edu
- 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.
- Pre-clerkship or clerkship students must report national organization board positions on a yearly basis at: National Positions (google.com)
- Approval of Pharmaceutical Reps or Politicians are required prior to event scheduling from the SEL Office.
- 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, MSU College of Osteopathic of Medicine, Titles and Organizations, Class of 20__, and MSU Email.   Example:

  Ms. Lauren Kapushion
  MSU College of Osteopathic Medicine
  President - Student Government Association
  Student Trustee – Michigan Osteopathic College Foundation
  Class of 2026
  kapushio@msu.edu

SGA Executive Board & Advisers 2023-24

RSO.comsga@msu.edu

President & Student Trustee - Michigan Osteopathic College Foundation (MOCF)	Lauren	Kapushion	EL	kapushio@msu.edu
Vice President	Mohamad	Chahrour	DMC	chahrou1@msu.edu
Vice President	Shelby	Fenn	EL	fennshel@msu.edu
Vice President	Pranali	Kulkarni	MUC	Kulkar83@msu.edu
Director of Administrative Services	Darius	Amos	EL	amosdari@msu.edu
Director of Programming	Eleni	Vasilopoulos	EL	vasilop1@msu.edu
MSU College of Graduate Students Rep. (COGS)	Yamen	Al Jarrah	DMC	aljarrah@msu.edu
MSU College of Medical Students Rep. (COMS)	Monique	Morin	EL	morinmon@msu.edu
Advisor - Faculty	*Dr. Katherine*	*Ruger*	*EL*	*ruger@msu.edu*
Advisor - Director	*Ms. M. Beth*	*Courey*	*EL*	*courey@msu.edu*
Advisor - Assistant Director	*Ms. Jennifer*	*Miller*	*EL*	*mill2470@msu.edu*
Advisor - Staff	*Mr. Jerrod*	*Berry*	*DMC*	*berryjer@msu.edu*
Advisor - Staff	*Mr. Nolan*	*Cook*	*EL*	*cooknol1@msu.edu*
Advisor - Staff	*Ms. Jennifer*	*Lanuzza*	*MUC*	*lanuzza@msu.edu*

SGA Organization Chart

Each organization has an SGA E-Board and administrative point individual

Years One and Two Class Government 4 Years Term	Years Three and Four Class Government 4 Year Term	Student Government Association 1 Year Term	Peer Mentors 1 Year Term	Student Osteopathic Medical Association 1 Year Term
	Governs students - academically, community service and socially. All students are members	Represents all COM students thru COSGP (Council of Student Gvnt Presidents). Governs student organizations	Peer to Peer Mentoring, Wellness & Mental Health	National Political Advocacy through AOA. All students are members
GROUPS*	DIVERSITY	OUTREACH	FUNDAMENTAL	SPECIALTY
(Specific members amd Religious Orgs.)	Inclusion	Local and National	Primary Care AND Research, Business, & Environmental	Residency
COSO	AMWA	CIM	ACOFP	ACOS
SAMOPS	APAMSA	DSC	IMC	AIG
SSP	CAMSA	IOMO	OBIGS	EMC
PAMSS	LGBTA	MCSM	PIGS	HOOSA
CMA	LMIG	SSM	APSA	OSMP
IMSA	LMSA		BIM	RIG
JOSA	SAMSA		PHA	SAAO
	SNMA			SNOPS

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

SGA E-Board Liaisons			
Pres. Lauren Kapushion EL/VP - Shelby Fenn	DMC/VP - Mohamad Chahrour DMC/COGS - Yamen Al Jarrah	EL/Adm - Darius Amos EL/Prog - Eleni Vasilopoulos	MUC/VP - Pranali Kulkarni EL/COMS - Monique Morin

Administrative Liaisons			
Jennifer Miller- 11	Jerrod Berry - 11	Nolan Cook - 11	Jenny Lanuzza - 9

Organizations and Acronyms:

#	ACRONYM	Email	Organization E-Board Title
1	SGA	RSO.comsga@msu.edu	Student Government Association - Governing Body
2	ACOFP	acofpmsucom@gmail.com	American College of Osteopathic Family Physicians
3	ACOS	sosa.msucom@gmail.com	American College of Osteopathic Surgeons
4	AIG	msucomanesthesiology@gmail.com	Anesthesiology Interest Group
5	AMWA	amwaatmsucom@gmail.com	American Medical Women's Association
6	APAMSA	apamsa.msucom@gmail.com	Asian Pacific American Medical Student Association
7	APSA	do.msu.apsa@gmail.com	American Physician Scientists Association
8	BIM	bim.msucom@gmail.com	Business in Medicine
9	CAMSA	com.camsa@gmail.com	Chaldean American Medical Student Association
10	CIM	msucom.cim@gmail.com	Community Integrated Medicine
11	Class 2026	msucom-glassgov2026@msu.edu	Class of 2026
12	Class 2027		Class of 2027
13	CMA	cma.msu@gmail.com	Christian Medical Association
14	COSO	coso.msucom@gmail.com	Canadian Osteopathic Student Organization
15	DSC	detroitstreetcare@gmail.com	Detroit Street Care
16	EMC	emc.msu.com@gmail.com	Emergency Medicine Club
17	HOOSA	msucom.hoosa@gmail.com	Hematology & Oncology Osteopathic Student Association
18	IMC	msucom.imc@gmail.com	Internal Medicine Club
19	IMSA	msucomimsaa@gmail.com	Islamic Medical Student Association
20	IOMO	iomo.msu.com@gmail.com	International Osteopathic Medicine Organization
21	JOSA	msucom.josa@gmail.com	Jewish Osteopathic Student Association
22	LGBTA	lgbtamedcom@gmail.com	Lesbian, Gay, Bi-Sexual, Transgender & Allies in Medicine
23	LMIG	msucomlmig@gmail.com	Lifestyle Medicine Interest Group
24	LMSA	com.lmsa.msu@gmail.com	Latino Medical Student Association
25	MCSM	macombcountystreetmed@gmail.com	Macomb County Street Medicine
26	OBIGS	obigs.msucom@gmail.com	Obstetrics and Gynecology Interest Group
27	OSMP	osmpmsucom@gmail.com	Orthopedics, Sports Medicine and Physiatry
28	PAMSS	COMPAMedSS@gmail.com	PA Medicine Student Society
29	PHA	msucomPublicHealth@gmail.com	Public Health Association
30	PIGS	msupigs@gmail.com	Pediatric Interest Group
31	PM	PeerMentors.msucom@gmail.com	Peer Mentors
32	RIG	msucomrig@gmail.com	Radiology Interest Group
33	SAAO	msucom.saao@gmail.com	Student American Academy of Osteopathy
34	SAMOPS	msucom.samops@gmail.com	Student Association Military Osteopathic Physicians & Surgeons
35	SAMSA	msucomsamsa@gmail.com	South Asian Medical Student Association
36	SNMA	snmamsucom@gmail.com	Student National Medical Association
37	SNOPS	snopsmsu@gmail.com	Student Neurology, Ophthalmology and Psychiatry Society
38	SOMA	soma.msucom@gmail.com	Student Osteopathic Medical Association
39	SSM	spartanstreetmedicine@gmail.com	Spartan Street Medicine
40	SSP	msucom.ssp@gmail.com	Sigma Sigma Phi

ELECTIONS AND REQUIREMENTS

- Only OMS II students are allowed to hold positions on SGA Organization E-Board (OMS I's progressing into Semester 3). OMS I, III and IV may serve as ad-hoc Executive Board members only.
- Must be currently enrolled at the time of elections (Semester III).
- To be eligible to serve on an E-Board you must be in good academic standing and be up to date on immunization compliances.
- E-Board members will have academic and immunization compliancy checks at the beginning of each semester. All must maintain a 75% threshold **and be in good academic standing**. If academics fall beneath the threshold of 75%, if a student has an academic standing of probation or warning, and/or 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.
- If below the 75% threshold or not compliant, Administration will notify each student individually before the final election process occurs.
- Students who are on an academic extension may participate as members in student organizations but are not allowed to maintain or be elected to an E-Board position. When students who are on an academic extension return, they may pursue leadership positions in organizations as being a member of the next class year cohort.
- No Co-Presidents.
- May not be serve on more than two (2) E-Boards positions or acquire more than 6 points.
- <u>Class, SGA and SOMA E-Board members may not serve on any other organization E-Boards.</u>
    - Presidents = 6 points, Vice Presidents = 4 Points, National Liaisons, Outreach Positions (CIM, DSC, MCSM, SSM) Clinical, Events, Educational, Health Fair Coordinators, etc. = 3 Points
    - All Other E-Board positions: Secretary; Treasurer; Research; Social, Communications; Community, Political; Public Relations, etc. = 2 Points

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 compliancy checks (academic and immunization) by the specified date <u>Interested in Leadership Positions</u>.
2. OMS I's will then be notified if they are qualified to run for a position.
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: <u>2023-24 (Class of 2026) SGA Org E-Boards - Google Sheets</u> for final administrative approval (to make sure students are not on more than2 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.
8. **DEADLINE FOR ELECTIONS IS MONDAY, JANUARY 23, 2023.**

MISCELLANEOUS:
- Class Government Executive Board elections will be held in September or October
- E-Board members will have academic and immunization compliancy checks at the beginning of each semester. All must maintain a 75% threshold **and be in good academic standing**. If academics fall beneath the threshold of 75%, if a student has an academic standing of probation or warning, and/or 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.
- SGA elections will be held in November. SGA E-Board members may not serve as a President of any other organization. SGA President will serve as the Student Trustee on the Michigan Osteopathic College Foundation Board (MOCF).
- SOMA elections will follow SGA. SOMA President will serve the Michigan Osteopathic Association (MOA) as Student Trustee.
- All other SGA organizations will start their elections to in December and to be completed by the third week of January.
- Each organization must have at least a four-member E-Board and an MSU faculty advisor (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/March 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, rooms, etc.).
- Any MSU student can be a <u>member</u> of any student organization at MSU.
- Liaisons for organizations can be selected in the fall from OMS I students.

MSU REGISTRATION TIMELINES OF ORGANIZATION E-BOARDS

The election of SGA Executive Boards at MSUCOM is not on the same cycle as the rest of the MSU undergraduate community organizations. **Each outgoing and new incoming E-Board will need to update their organizations registration (below) immediately after the elections with the new E-Board - before January 31***. Another registration with Involve@State through the MSU Department of Student Life is required again starting on July 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 **before January 31.**
- The outgoing President 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 by obtaining their APID #'s and emails, remove previous E-Board, update any titles and 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** the 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 and Vice President) will need to be updated.
- All other student organizations DO NOT have MSU Agency or RSO Accounts (your account are with the MSUFCU Credit union and do not need to be listed on the RSO registration.

OFFICIAL YEARLY REGISTRATION OF RSO

Registration with MSU Student Life – Opens August 1
- So that your RSO (Registered Student Organization) is recognized by the university the official for the next fiscal year, registration with MSU Department of Student Life is open July 1. Follow steps as listed under Existing SGA Organizations (above). Deadline for this registration is second week of fall semester.

NEW ORGANIZATION REGISTRATION

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 (all organizations need to be registered with "COM" first and then the full name of the organization – COM Public Health Association). Registration of a new COM SGA Organization will take place once probation period has been approved May/June. Registration will begin August 1.

CONSIDERATION OF A NEW SGA ORGANIZATION

SGA is currently at it's maximum of 40 student organizations for 2023-24. No new applications will be accepted. Thank you.

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.

Applications for new organizations will sent to only individuals that have personally contacted the Director, COM Student Engagement and Leadership.

TIMELINE
October:	New organization application process opens
November:	New organization application due
December:	Approval or denial of application (approvals on 6-month trial period)

(dates subject to change)

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.

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.

If approved, the new SGA organizations be a "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 group sustainability for the possibility of being approved as an official SGA organization. During this trial period, interest groups will not be considered a MSU RSO (Registered Student Organization) and will not collect dues from its members.

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 3).
- 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. -
- Must be up to date on all MSUCOM immunization compliances.
- Must have a four-person E-Board.
- May not be serve on more than two (2) E-Boards positions or acquire more than 6 points.
- No Co-Presidents
- Class, SGA and SOMA E-Board members may not serve on any other organization E-Boards.
- Presidents = 6 points, Vice Presidents = 4 Points, National Liaisons, Outreach Positions (CIM, DSC, MCSM, SSM) Clinical, Events, Educational, Health Fair Coordinators, etc. = 3 Points
- All Other E-Board positions: Secretary; Treasurer; Research; Social, Communications; Community, Political; Public Relations, etc. = 2 Points

FINANCES AND TAX EIN

- COM organizations are considered tax exempt as a 501a
- All organizations must use Michigan State University Federal Credit Union for their finances (for membership dues, tee shirts, lunches, etc.). These funds from membership dues CANNOT be used by E-Board/Faculty Advisors for private dinners.
- SGA budgets $600 each year (July 1-June 30) for organization E-Boards to apply for travel funding only (see those eligible for SGA and/or SOMA Funding, page 3).
- 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.
- 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 (President, Treasurer, 1 VP, Secretary) has been added to the Involve@State registration website, each organization will need or already has a Tax EIN (Employee Identification Number) this number is NOT tax exempt.
- 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 Application MSU Federal Credit Union (msufcu.org) type: Registered Student Account Organization, in the search bar. Application at bottom of that page.
- Venmo Accounts statements must be saved to share with Advisor and President through the Treasurer. 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 SEL Office
Email - organization g-mail address.
Phone # - Treasurer's number
Alternate phone # - President's number
RSO street address - use: your advisors address wk/home
(their preference)

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. Advisors do not
Need to provide SS# or Driver License#
Signed and filled out form can then be taken to any MSUFCU branch.
Monthly Statements should be mailed to your advisors' preference
of address – work or home.
 *A checkbook register with the monthly statement must be reviewed
by the President, Treasurer, and Advisor on a monthly basis.

MSU 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 Embroidering or Screening
LOGO'S CANNOT BE CHANGED OR INTERMINGLED INTO OTHER LOGO'S

MSU BRANDING USAGE – CLOTHING AND PROMOTIONAL ITEMS

Organization tee shirts, other clothing and promotional item designs will follow the same MSU Branding Usage policies.

- Process for ordering organization clothing may begin in the Fall – after the student organization fair.
- Organizations will use their logo from year-to-year - as that organizations' brand.
- Organization clothing is not permitted to use a specific year. Only Class Government is permitted to use year on clothing.
- MSU Logos cannot be intermingled or changed.   Must be placed above or below wording or images
- Organization clothing must not replicate items available in the MSUCOM Merchandise Store:
    MSUCOM Merchandise Store | MSU Osteopathic Medicine

Steps for ordering MSUCOM SGA Organization Clothing

- See MSU BRANDING USAGE – SGA Policy and Procedure Guide, Page 9
- Provide the Student Engagement and Leadership (SEL) office com-sel@msu.edu with logo/layout
- Once logo/layout is approved by SEL, Submit to MSU Licensing at https://msu.co1.qualtrics.com/jfe/form/SV_6zM24nHuXDP31zL
- Provide the SEL Office with a copy of the approval from MSU Licensing
- Request a quote and place orders for clothing from one of the MSU Licensing approved vendors below:

VENDORS
- CDI Corp: Buttons, stickers and yard signs, https://www.colorshock.com/ (megan@colorshock.com)
- Nudge Printing: T-shirt, https://www.nudgeprinting.com/ (gabeviscomi@nudgeprinting.com)
- Colosseum: T-shirt, https://www.colosseumusa.com/ (mikeh@colosseumusa.com)
- Underground Printing, https://undergroundshirts.com/ (ieverson@undergroundshirts.com)
- Integrity Marketing Products Inc. - Dearborn Heights, http://integritypromos.com/site/home.html (dan@integritypromos.com)
- MKP/Alternatives in Advertising Inc.- Southfield, https://www.aiabranding.com/ (mike@aiabranding.com)

Organizations will be responsible for gathering order sizes from members, placing/paying for the final order, and distributing the shirts to each site.

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 state that their viewpoints are their own and do not necessarily represent the views of MSUCOM.
- 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 -- 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.
- Find out the details of the story. Who the reporter/outlet is, what they want to cover, when, date 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 is accurately represented story.
- If you receive a call related to a crisis or emergency, contact the COM Communications 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 19. Typically, SGA receives a budget of $600 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 - two per semester
15%	E-Board Meetings w/faculty advisors – one minimum per semester
10%	Organization Poster Completion - May
10%	Registration with MSU Community – January and September
10%	Organization Fair - Fall
10%	Lounge Clean-Up (on assigned dates at all 3 sites)
10%	Organization Year-End-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 COM SGA Organization. If an organization falls below a C (75%), the SGA Executive Board and the Advisors will make final decisions on the continuation as an COM SGA Organization or if it will be placed on probation (6 months) 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 COM 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. 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), once 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 13.

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 COM.SEL@msu.edu to arrange for you selection of a gift prior to the event. SEL can also ship the thank you note and gift. Organizations do not pay their speakers as they are to volunteer / donate their time.

Gift Selection for Speakers
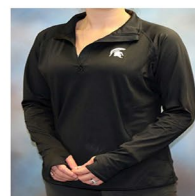
Campfire Mug

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 <u>required</u> that **All** student organization meetings* and activities (meetings, fundraisers, speaker presentations, volunteer activities, training, social events, drives, etc.) be scheduled through the SEL.
  *Organization E-Boards schedule their own E-Board meetings via Zoom
  If an organization has an event without the knowledge of their advisor and the approval of SEL it is grounds for probation.
- **ALWAYS** include the student organization Faculty Advisor in event planning for approval of activity
- <u>Only E-Board members</u> can schedule meetings, events, fundraisers.
- Live events that require technology (campus connections): at least **twelve business days** prior to event.
- Live events with no technology required: at least **six business** days prior to events
- Virtual events and Fundraisers: at least **six business** days prior to events
- Large events (ex: SOMA Monster Dash, Field Days, Class or SGA Large Social Events) including outside activities. – **6-8 weeks**
- 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 16 of this guide.
- Organization cannot schedule in conflict with academics*, Student Government Association, Class Government, Student Osteopathic Medical Association events, The Dean Team, Hour, and other special College meetings/events (DEI Talks, MOA Presentations, SAAO Annual Auction, etc.).
  * Student organizations may schedule during Course Media Gallery, Self-Study or over labs IF there are multiple lab slots AND multiple opportunities for the event (example: if a student is unable to volunteer this Tuesday afternoon at Habitat for Humanity, they may volunteer a week from Thursday at Habitat for Humanity).
- 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 ACA Success Workshops and Electives, be advised attendance may be affected.
- College events are scheduled first when Google Academic Semester calendars are released (The Dean Team, SGA Meetings, Class Meetings, etc.). Student Organizations may request semester events after College events are scheduled.
- If college campuses are closed and courses moved online student events on campus will also be cancelled.

<u>INSTRUCTIONS</u>
Go to: http://events.msu.edu/main.php?calendar=osteomed
Click: *Update*
User-ID: <u>com</u>
Password: <u>student</u>
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.

College of Osteopathic Medicine

Choose Calendar view:	**Day**	▶ **Week**	**Month**

January 22 - 28, 2023

Sunday Jan 22	Monday Jan 23	Tuesday Jan 24
Macomb County Street Medicine Winter Donation Drive Student Event	Macomb County Street Medicine Winter Donation Drive Student Event	Macomb County Street Medicine Winter Donation Drive Student Event
	11:00am Substance Use and Prevention at Romeo High School Research	10:00am Substance Use and Prevention at Eisenhower High School Student Event
	3:00pm SNMA PMI-HPREP Volunteering Student Event	7:00pm ACOS Global Surgery Student Alliance Student Event

College of Osteopathic Medicine

Choose Calendar view:	**Day**	**Week**	**Month**

Login

User-ID: com
Password: •••••••
Login

Create New Account

User-ID: com
Password: student
Click : Add New Event
Select: Student Group
Click: Choose Template

Input event information

Preview Event | Cancel

Date: * ○ one-time event [November ▾] [4 ▾] [2020 ▾] 🗓
○ recurring event

Time: * ○ All day event
○ TBA
● Timed event: from [5 ▾] : [00 ▾] [pm ▾] to [6 ▾] : [00 ▾] [pm ▾] *(ending time is NOT required)*

Category: * [Student Event ▾] *(e.g. Seminar/Conference)*

Title: * [Peer Mentor Hours] *(Please do not abbreviate organization names. For example, "SFFC meeting" may be entered as "Science Fiction & Fantasy Club meeting")*

Description: [Check in with OMSII about course work, study tips, outside resources, ways to relax, life, and more. November 1, November 4 or November 5]
(e.g. Prof. XXX from YYY gives a presentation about ZZZ...)

Location: [Zoom meeting] *(e.g. Wells Hall)*

Interactive Map Link: [▾]

Price: [free] *(e.g. students: free, public: $5)*

Contact name: [Danielle Sherman] *(e.g. Lisa Roberts)*

Contact phone: [ ] *(e.g. (517) 123-4567)*

Contact email: [sherman@msu.edu] *(e.g. sparty@msu.edu)*

Event page web address: [http://]
(e.g. http://www.msu.edu/talks/future.html)

Displayed sponsor name: [student] Restore default

Instructions for completing Input event information on page 15 (next).

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 gmail address
- Displayed Sponsor Name: Name of your organization (write out – no acronyms)

The above information will go to Student Engagement and Leadership office and staff will review request (reserve rooms at all campuses/zoom connection information) or 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. Additional information on page 19.

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.

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:
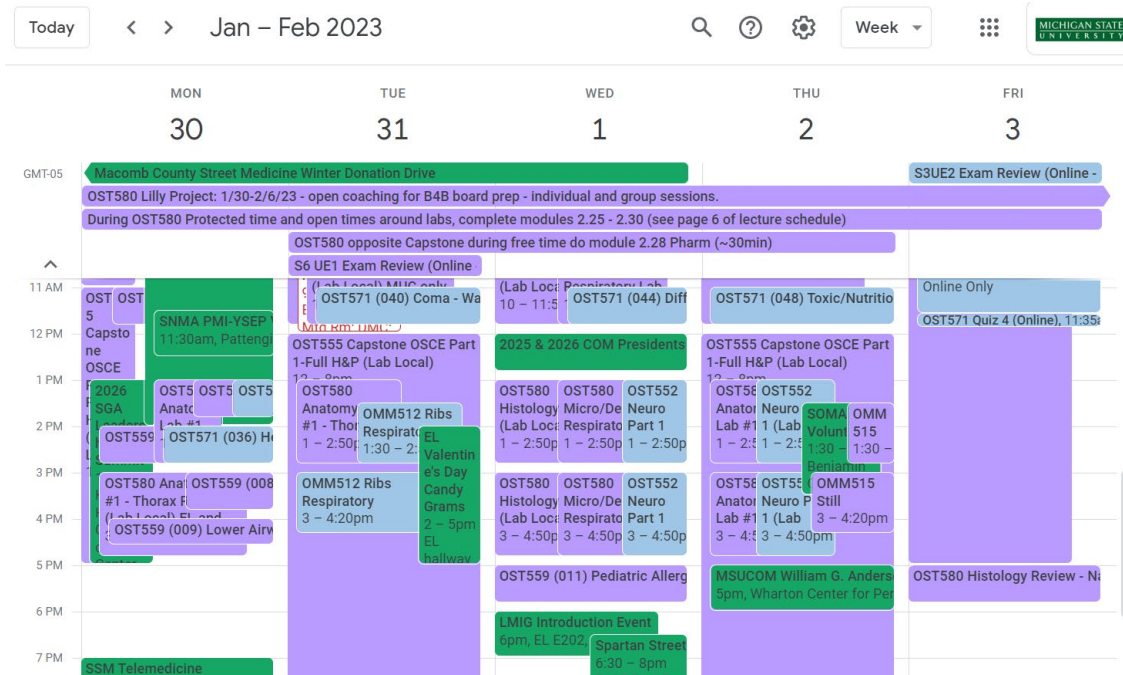
Grading: Organization Poster Requirements

Each organization will need to create a poster in May to be displayed at each site before the incoming class Orientation. 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 the SEL office and E-mail your PowerPoint poster to COM.SEL@msu.edu for approval.

Poster Requirements
Full name of organization
Organization acronym:
Picture of each E-Board member with title and site – Bio photos available from COM.SEL@msu.edu
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: Organization Fair Requirements

President of organization will produce a video with information on their organization and membership for first-year students to view before the in-person organization fairs in the Summer or early Fall semesters. Video updates will be due by June 1.

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.

Instructions
_____ Pick up trash from floor
_____ Put away pool sticks and triangle rack
_____ Put away ping pong paddles and balls
_____ Organize games for N64 on shelf under TV
_____ Wrap up N64 controllers on shelf under TV
_____ Check refrigerators for old food; throw it away
_____ Move furniture back if out of place
_____ *Wipe down the shelves in the refrigerators
_____ Place chairs back around tables
_____ *Wipe down counters and tables
_____ Dust TVs, tables, cabinets, entertainment center
_____ Scrub sink with SOS
_____ Wipe down stainless steel appliances
*Cleaning supplies can be found under sink. After cleaning email RSO.comsga@msu.edu

Grading: Organization Reports

Organization year-end-reports are used for tracking meetings, events, fundraisers, expenditures and assets for SGA accuracy in the Grading System (Page 11) and that advisors have an overall report of their organization's activities.

VOLUNTEER ACTIVITY:

As MSUCOM medical students anytime you volunteer in the community representing yourself as a medical student the volunteer activity must be approved by submitting the event online (page 13).

The only student organizations that can plan and/or volunteer at events with patient contact are: CIM, DSC, MCSM and SSM. These student organizations receive specialized training for outreach. These events require direct supervision by MSUCOM Faculty.

The Student Organization Clinical/Volunteer Activity Approval Form (below) must be submitted to the Office of Student Engagement and Leadership ten days prior to the event.

For CIM, DSC, MCSM and SSM events with patient contact, the Form requires a Supervising Physician signature.

If your organization is hosting a volunteer event without patient contact (soup kitchen, community garden, senior living center, sorting donations, etc.) the approval form is required. However, it does NOT need to include a Supervising Physician signature.

Volunteer Events that include outreach with minors require a Criminal Background Check by MSU HR. Our office acts at the contact and will provide students with the proper forms.

The purpose of this form is to ensure that students who have signed up are compliant with MSUCOM's requirements and when applicable eligible for outreach with minors. **https://com.msu.edu/current-students/student-life/clinical-outreach**

Student Org Volunteer Activity Approval Form

STUDENT TRAVEL GUIDELINES

*Only students who are required by or serve on a national committee/affiliation will be <u>considered</u> for an excused absence from COM examinations and/or mandatory course activities at the discretion of the Sr. Associate Dean of Medical Education for Pre-Clerkship students or the Associate Dean for Clerkship. Regardless of what is stated in a COM organizations constitution, all students will be reviewed individually for consideration of an excused absence. Students must have academic average of 75% to be approved for travel funding and must be actively enrolled/participating in academics. You must be enrolled and active **(on leave students will not be approved).***

TRAVEL PROCEDURES:
- Travel funding is not available for any COM Electives or Study Abroad Programs (including, but not limited to: Cuba, Dominque Republic, Guatemala, South Korea, Peru, Malawi, Mexico, etc.).
- Funding from SGA and SOMA will be based on a NEED vs WANT to travel. Funding is not provided for case reports, networking, poster printing, or publications. SOMA will only be able to fund Pre-Clerkship students who are traveling for research purposes.
- <u>Pre-Clerkship Funding</u>: Precedence will be given to organization E-Board members and individuals presenting abstracts/research/posters. Funding will only be considered for E-Board members 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 first before applying for funding.
  [HIT_COM_StudentPortal | Michigan State University (msu.edu)](#)
- The approval email from the Sr. Associate Dean of Medical Education will be sent to the SEL Office. 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.
- <u>Clerkship Funding</u>: Precedence will be given to individuals presenting abstracts/research/posters.
- 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 first before applying for funding.
  [Clerkship-Absence-Request-Form.pdf (msu.edu)](#)
- The approval email from the Associate Dean of Clerkship will be sent to the SEL Office 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 ($800 each for each organization July 1 – June 30), approval from the organization president noted on application. Each person traveling for an organization MUST fill out an individual Request Form.
- 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).
- 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, <u>purchase their own airline ticket</u>, 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 <u>ALL</u> RECEIPTS (except for food)** [MSU Travel Guidelines](#)
- Food costs are reimbursed for only overnight travel. If food was provided during the conference, you will not be reimbursed. We encourage our students to spend money on travel and rooms as priority over food for easier reimbursement.

- Turn in your ORIGINAL receipts from your trip as soon as possible (within two weeks) after you return as attached .pdfs to COM.SEL@msu.edu   This includes ALL boarding passes and proof of payment for airfare and/or registration.

STUDENT TRAVEL GUIDELINES – continued

IT CAN TAKE UP TO FOUR TO FIVE WEEKS FOR YOUR REIMBURSEMENT CHECK FROM THE UNIVERSITY.
This is why it is important to turn in your receipts within two weeks from the return of your trip.

After the application deadline, if you are approved for funding, you will be notified by SGA and/or SOMA.   After the return from travel, receipts from fees, hotel, airfare, etc. expenses and an itinerary of the conference need to be turned in within two weeks. All receipts are to be emailed directly to COM.SEL@msu.edu

In the event you do not receive funding from SGA/SOMA or need more funding, other sources are:

MSU COGS Home - Council of Graduate Students (msu.edu)   *and/or*
MSU COMS - email: msu.council.of.med.students@gmail.com

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.
- 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)
- Recording for reimbursement tips: SGA and SOMA Funding Reimbursement

Questions regarding travel or reimbursement: Student Engagement and Leadership as COM.SEL@msu.edu

SGA P&P Updated – Summer 2023