

MSUCOM Student Organization Procedures Guide

Welcome

On behalf of Student Engagement and Leadership (SEL) and the Student Government Association (SGA), congratulations on your roles as student organization leaders!

This SGA Policy and Procedure Guide will support your success. Additional resources include [Involve@State](#), [Office of Spartan Experiences Policy Handbook](#), [MSUCOM CampusGroups](#)

Mission of SGA

The mission of the MSUCOM Student Government Association is to:

- Unite the MSUCOM student body
 - Serve as a liaison between student organizations and administration
 - Promote the art and science of osteopathic medicine
 - Uphold academic honesty and integrity within the osteopathic profession
 - Represent all MSUCOM students nationally through the Council of Student Government Presidents (COSGP) and the American Osteopathic Association (AOA)
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General Policies

- Only SGA, Class Government, and SOMA are allowed to use class listservs. If other orgs would like to request emails be sent, they may contact COM.SEL@msu.edu
 - Independent websites are not allowed; use [MSUCOM CampusGroups](#) and [Involve@State](#)
 - National board positions must be reported annually through [National Positions](#)
 - Correspondence with administration/faculty must use proper titles
 - Organizations must also abide by the [Office of Spartan Experiences Policy Handbook](#)
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Email Signature Protocol

- Full name (pronouns optional)
- MSU College of Osteopathic Medicine
- Titles/Organizations
- Class year

Example

Mehdi Abed, Class of 2029
MSU College of Osteopathic Medicine
President, Student Government Association

Student Government Association (SGA) 2029 Executive Board

Student Government Association - Governing Body				
President & Student Trustee - Michigan Osteopathic College Foundation	Mehdi Abed	Abed	EL	abedmehd@msu.edu
National Vice President	Rea	Marfatia	EL	marfati1@msu.edu
Vice President - EL	Woodard	Hooper	EL	hooperfr@msu.edu
Vice President - MUC	Jack	Behrendt	MUC	behren35@msu.edu
Vice President - DMC	Abhinav	Patelu	DMC	pateluab@msu.edu
Secretary	Sydney	Slusarski	EL	slusars6@msu.edu
Treasurer	Sydney	Hufnagel	EL	hufnag43@msu.edu
MSU College of Graduate Students Rep. (COGS)	Grace	Vollmert	EL	vollme38@msu.edu
MSU College of Medical Students Rep. (COMS)	Ariel	Oppong	EL	opponggar@msu.edu
<i>Advisor - Faculty</i>	<i>Dr. J'Aimee</i>	<i>Lippert</i>	<i>EL</i>	<i>boseljai@msu.edu</i>
<i>Advisor - Director</i>	<i>Ms. Jennifer</i>	<i>Miller</i>	<i>EL</i>	<i>mill2470@msu.edu</i>
<i>Advisor - Staff</i>	<i>Mr. Jerrod</i>	<i>Berry</i>	<i>DMC</i>	<i>berryjer@msu.edu</i>
<i>Advisor - Staff</i>	<i>Mr. Nolan</i>	<i>Cook</i>	<i>EL</i>	<i>cooknol1@msu.edu</i>
<i>Advisor - Staff</i>	<i>Ms. Jennifer</i>	<i>Lanuzza</i>	<i>MUC</i>	<i>lanuzza@msu.edu</i>

Student Engagement and Leadership (SEL) Administrative Liaisons

Each MSUCOM RSO has an MSUCOM Administrative Liaison from the SEL Team. To verify student organization SEL Liaison check the [SEL SGA Executive Boards](#) (President and Secretary have access).

Elections and Requirements

Eligibility for Executive Board Positions

- OMS students may hold positions starting mid-Semester 2
- OMS I, III, IV may serve as ad hoc members only
- Must be enrolled and maintain cumulative score 75
- Students on probation, warning, or remediation must step down
- Students on academic extension may participate as general members only
- Students must have a consistent record of good professionalism
- All student leaders must be CastleBranch immunization compliant

Leadership Structure & Limitations

- Presidents may not serve on additional MSUCOM RSO Executive Boards
- Students on Class Government, SGA, or SOMA executive boards may not serve on additional executive boards.
- Students may not serve on more than 2 student organization executive boards
- Students serving as Vice President or National Liaison may not hold the same level of position in another organization. Students may not serve as Vice President in two organizations or as National Liaison in two organizations. Students also may not serve simultaneously as Vice President and National Liaison. Students may hold a less demanding role in a second organization.
- COM College Committees, Michigan Osteopathic Association (MOA) Liaison Committee, ACE Ambassadors and Blue Coat are not student organizations and are not included in limitations.

Election Timeline

- Class Government, SGA, SOMA and outreach elections: early Semester 2
- Other organizations: fill positions after above elections
- SGA Leadership Summit (Semester 3): mandatory for incoming E-Board members

Organizational Requirements

- Minimum four-member executive board
 - At least one MSU faculty advisor required
 - Maintain a Standard Operating Procedure (SOP)
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General Membership & Liaisons

- Membership open to all students (any MSU students may be members)
 - Liaisons may be selected during summer from incoming OMS I students
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OMS I Executive Board Election Process

1. **Declaration of Interest:** OMS I students complete the SEL interest form semester 2
 2. **Eligibility Review:** Academic and immunization compliance verified by SEL
 - * Ineligible students are notified by SEL – peers are not involved*
 3. **Candidate List Distribution:** Eligible students' names shared with organization presidents
 4. **Application Process:** Presidents distribute applications
 5. **Selection Process:** E-Boards review applications, interview, and collaborate with Faculty Advisors. Interviews and faculty advisor input are **REQUIRED**.
 6. **Administrative Approval:** Submit names, positions, site, and email to [SEL SGA Executive Boards](#). This is 2029, President and Secretary have access. 2030 will be set up and shared during elections.
 7. **Final Deadline:** All elections completed by third week of January
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MSU Student Life Registration & RSO Updates

- RSOs must renew registration annually twice (dates TBA released by Office of Spartan Experiences)
 - Outgoing E-Board registers the new board via [Involve@State](#)
 - All MSUCOM RSOs must be registered beginning with COM, example: COM Student Government Association
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Finances and EIN Information

Michigan State University Federal Credit Union verifies account access for incoming E-Boards based on [Involve@State](#) records. The outgoing E-Board must update with incoming E-Board.

All organizations must use MSUFCU for financial activity (dues, apparel, events). Dues may not be used for private dinners by E-Board members or advisors.

Monthly statements must be reviewed by the Treasurer, President, and Faculty Advisor, and mailed to the advisor at their preferred address (office/residence).

EIN number is required to open/transfer account, for application visit [MSU Federal Credit Union](#) and search “Registered Student Organization (RSO) Account Application” select Documents.

Student organizations using Venmo, PayPal, Apple Pay, or similar platforms for fundraisers may use an E-Board member’s personal account at the agreement of the executive board and understand the proceeds will be moved promptly to MSUFCU.

MSUFCU RSO Account Application

SECTION A:

RSO Name: (example COM Student Government Association)

Nature of RSO: Membership Organization

RSO EIN: Obtained from organization SOP or [Google Drive](#) (President and Secretary have access)

Email: organization email address

Phone: Treasurer’s number

Alternate phone: President’s number

RSO street address: 965 Wilson Road, Room C101, East Lansing, MI 48824

SECTION B:

The President and Treasurer must complete all sections. Advisors only need to complete and sign; advisors do not need to provide a Social Security number or driver’s license number unless they will be making purchases with the card.

SECTION C:

Notices and statements – SEL advises checking both boxes

RSO Checking – check yes to apply, but do not order checks

NO to all other inquires in section C.

SECTION D:

President and Treasurer to sign this section

Signed and filled out form can then be taken to any MSUFCU branch.

Statements must be sent to the faculty advisor at their preferred address (home/office)

Account statements must be reviewed by the President, Treasurer, and Advisor.

Social Media & Media Relations

- Do not speak on behalf of MSUCOM to external media without contacting approval from Communications com.communications@msu.edu. Uphold professionalism and MSUCOM values.
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Branding & Promotional Items

- MSU and MSUCOM text or logos may not be altered or combined
- Only SGA/Class Government may include class years

Approval Process

1. Submit design to SEL (com-sel@msu.edu)
 2. After SEL approval, submit to **MSU Licensing**. **MSU Licensing approval is REQUIRED for any printed items that reflect MSU or MSUCOM in text, and any MSU or MSUCOM logo.**
- Only use MSU Licensing-approved vendors listed online. These include [Underground Printing](#), [Custom Ink](#), Integrity Marketing Products, MKP/Alternatives in Advertising
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SGA Organization Grading & Eligibility

Mid-year report (June/July)

30%	Host 2 Events/General Membership Meetings (15% each event) (cannot be a DO Day event)
10%	Planning and completion of a DO Day event
10%	President's attendance at COM Presidents Club
10%	At least one executive board member in attendance at SGA General Meetings
5%	E-Board Meetings with Faculty advisors (one minimum per semester)
5%	Organization Poster Completion by assigned date
5%	Registration with MSU Community
5%	Update Officers Involve@State for incoming e-board and campus groups (all or nothing)
5%	E-Board Attendance at Org Fairs
10%	Lounge Clean-Up on assigned dates at all 3 sites
5%	Filling out the mid-year report on time
100%	TOTAL

- **Year End Report (December)**

30%	Host 2 Events/General Membership Meetings (15% each event)
10%	President's attendance at COM Presidents Club
10%	At least one executive board member in attendance at SGA General Meetings
10%	E-Board Meetings with Faculty advisors (one minimum per semester)
10%	Update Org resource Sheet
5%	Leadership Summit Attendance
10%	Viable Org (minimum 4 e-board members) by SGA set Transition Deadline
5%	Fill out End-year report on time
10%	Lounge Clean-Up on assigned dates at all 3 sites
100%	TOTAL

SGA Organization Grading & Eligibility

This score determines eligibility to continue as a MSUCOM SGA-recognized organization.

- If an organization's score falls below C (75%), the SGA Administrative Advisors will meet with executive board and advisors to determine if the organization should continue or be placed on six-month probation, RSO Faculty Advisors are invited to attend the review. Decisions will be communicated to the Faculty Advisor(s) if they are unable to attend.
- Events and meetings are documented through approved event submissions processed by the SEL Team and may be cross-referenced with the [Student Events Google Calendar](#) and [Campus Groups](#).

Grading Criteria

SGA General Meeting Attendance

- One or more member of each MSUCOM RSO E-Board must attend SGA General Meetings (roll call taken). Meetings occur twice per semester.
- SGA GBM Topics include:
 - Council of Osteopathic Student Government Presidents (COSGP)
 - Translating Osteopathic Understanding into Community Health (TOUCH)
 - Student DO of the Year
 - MSUCOM RSO event announcements

Executive Board Meetings with Faculty Advisor(s)

- E-Board meetings with Faculty Advisor(s) are required **at least once per semester** (in person or virtual).
- Advisors support organizations with speakers, topics, and event planning.
- Meeting minutes must be uploaded to the [SGA Student Org Minutes Google Drive](#). President and Secretary have access.

Organization Poster Requirements

Each organization must create a poster to be displayed at each site, highlighting student life opportunities.

Poster Size

- All posters must be 23” x 23”
- Leave 0.5” margins on all sides

Poster Setup (PowerPoint)

- Open a blank slide
- Go to Design → Page Setup (or File → Page Setup for older versions)
- Adjust width and height accordingly

Poster Content Requirements

- Full organization name and acronym
- Photos of each E-Board member with title and site
- Name(s) and optional photo(s) of Faculty Advisor(s)
- Organization email address
- Organization goals or mission statement

Constitutions

- All organizations must maintain a current electronic constitution.
- Constitutions must kept in [SGA Constitutions and EIN Google Drive](#) and [Involve@State](#)

Constitution Changes

1. Obtain Faculty Advisor approval
2. Present proposed changes to general membership for a vote (virtual permitted)
3. Update the constitution
4. Replace the document in [SGA Constitutions and EIN Google Drive](#) and [Involve@State](#).

Events, Fundraisers, or General Meetings

- Each organization must host at least two events; general body meetings, featured speakers, fundraisers, etc. per semester.
 - Collaboration with other MSUCOM RSOs is encouraged. No student organizations are allowed to hold events that relate to another MSUCOM RSOs mission without collaboration.
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OMS I Student Organization Recruitment

- An E-Board member must be present at each site* for the SGA OMS Student Organization Recruitment Fair(s) in the fall. * Site specific MSUCOM RSOs do not need to attend at every site, for example Detroit Street Care can attend at DMC only.
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Lounge Clean-Up and Organization Storage

- The SGA Secretary assigns cleaning weeks and provides a checklist.
- After cleaning, email confirmation to RSO.comsga@msu.edu.
- Report low supplies as needed.
- Each organization has designated storage space in campus lounges.
- Prohibited items: biohazards, food, beverages

Storage areas must be cleaned mid-year and at year-end

Event Requests & Policies

- Check [Campus Groups](#), [Student Events Google Calendar](#), and [Medtrics Academic Calendars](#).
 - Events may not conflict with: **ANY** academic courses, SGA, Class Government, or SOMA events, MSUCOM College or Michigan Osteopathic Association events.
 - Events can be planned during Course Media Gallery and/or Self Study.
 - *Exceptions only allowed for recurring volunteer events held during lab sessions, so students who are unable to attend due to lab schedule have another opportunity.*
- Only outreach MSUCOM RSOs may host events with patient contact.
- Following the approval of the MSUCOM RSO Faculty Advisor submit all events into [Campus Groups](#) (events, fundraisers, outreach, all events except executive board meetings)
- Pharma reps, vendors, politicians require additional SEL/legal approvals com.sel@msu.edu
- **Required timeline for event submissions:**
 - Tech-supported: 15 business days
 - Live campus (no classroom connections): 7 business days
 - Volunteer off-campus: 15 business days
 - Volunteer on-campus: 7 business days
 - Virtual: 7 business days
 - Fundraisers: 15 business days
 - Large-scale: 6–8 weeks
- **Event Technology**
 - For noon events IT will arrive in the classrooms approximately 10 minutes prior to the start of the event. Please introduce yourselves as the site leads. IT will set up the event and ask questions as needed.
 - For evening events contact the site-specific individuals below at least one week in advance for training. If training is not scheduled event will be canceled.

DMC: Jon Schultz schulzj1@msu.edu or Dale Wegienka wegienk5@msu.edu

EL: Brian Mitchell bmitchel@msu.edu, Nathan Davis davisn20@msu.edu Ian Walker walker1@msu.edu

MUC: Erik Williams will2408@msu.edu or Kevin Ribant ribantke@msu.edu

Fundraisers

- Fundraisers involving food must abide by [MSU Food and Water Sanitarian policies](#)
- NO betting (football squares, brackets, poker, etc.)

Outreach & Volunteer Events

- **Without patient contact:** faculty supervision for sharps; no individual medical advice; food per Michigan Food Law
- **With patient contact:** Only CIM, DSC, MCSM, SSM; specialized training; faculty supervision; physician signature required.
- **Events with minors:** Criminal Background Check via MSU HR

Event Approval & Promotion

- SEL reviews and approves all events before promotion
 - Approved events posted on [Campus Groups](#), [Student Events Google Calendar](#) and included in the SGA Weekly Events Email
 - Volunteer sign-ups open only after approval
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Event Speakers & Gifts

- MSUCOM Office of Academic and Career Advising can assist with referring speakers in specialties and alumni/resident connections com.acadvising@msu.edu

Gifts for Guest Speakers

Organizations are encouraged to thank speakers with a gift, Men's green MSUCOM ¼-zip Dry Tec pullover or Women's black MSUCOM ¼-zip Dry Tec pullover, size is needed.

Gifts can be collected before the event to be presented on site or mailed for virtual events. SEL provides note cards and maintains gift inventory at each site com.sel@msu.edu. If requesting mailing provide speaker name, mailing address, and event date.

Student organizations do not provide monetary compensation to speakers.

Travel Funding

The SGA/SOMA Funding Request Form is released monthly by com.sel@msu.edu. We cannot provide retroactive funding; requests must be submitted in advance.

Approved Attendance Exception Requirement - Pre-Clerkship:

Only students whose attendance at a conference is required—**per the bylaws of a national affiliation AND written into the student organization's constitution** are considered for an approved Attendance Exception. Attendance Exceptions may also be granted for students with **accepted research** (presenting abstracts, or posters). Attendance Exceptions are granted by the Senior Associate Dean of Medical Education for Pre-Clerkship Students. **Travel funding is only considered for students with approved Attendance Exceptions.** [Preclerkship Documents and Resources | MSU Osteopathic Medicine](#)

Academic Programs will confirm required travel with SEL.

Excused Absence Requirement - Clerkship:

Excused absences may be granted for students with **accepted research** (presenting abstracts, or posters) or those holding a **national position**. If you have been elected to a national office or serve on a national committee, it is required the [National Positions Form](#) is completed before funding is requested. Clerkship students **must follow the excused absence procedure** [Clerkship Documents and Resources | MSU Osteopathic Medicine](#). **Travel funding is only considered for students excused absences.** All clerkship absence questions must be directed to: COM.Clerkship@msu.edu

Funding is provided by reimbursement after travel only. Michigan State University takes 2-4 weeks to process reimbursements.

Funding is not guaranteed for pre-clerkship **OR** clerkship. Requests are reviewed by committee.

Travel Funding NOT provided for:

- MSUCOM electives
- Study abroad programs
- Networking events
- Case reports
- Enrollment into any programs
- Poster printing
- Publications

Before You Travel

- **Do Not Book Travel Without Approval:**

Only make travel arrangements **after** funding has been confirmed—unless you are prepared to cover expenses out-of-pocket.

- Funding request **cannot be altered** after the **SGA and SOMA Travel Expenditure Request Form** closes. The SGA/SOMA Finance Committee meets immediately following and requests are submitted to the Dean's Office for final approval.

Application Process:

- Use your **@msu.edu** email address to complete the form.
- Submit a fully completed application including:
 - Conference name (no acronyms), city, state
 - Direct link to the conference website
 - Invitation to conference to present accepted research
 -

Notification of Approval:

- Students are notified of funding decisions after the SGA/SOMA Finance Committee meeting (typically within one week of the submission deadline).

Application Process

- Use your @msu.edu email to complete the form.
- Submit a fully completed application including:
 - Conference name (no acronyms), city, state
 - Direct link to conference website
 - Invitation confirming accepted research presentation
 -

Notification of Approval

- Funding decisions are shared after the SGA/SOMA Finance Committee meeting, typically within one week of the deadline.
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Travel & Reimbursement Guidelines

- Each student must:
 - Submit their own application
 - Purchase their own airfare
 - Pay their own registration

Hotel

- Only the student named on the receipt may claim reimbursement
- One room per student may be claimed

Per Diem

- Not provided for day trips (no overnight stay)

Airbnb

- If shared:
 - All students must submit receipts and proof of payment (e.g., Venmo) in the same week
 - Reimbursements must be processed together

Booking Services

- Use vendors that provide itemized receipts
- Sites like Expedia/Priceline may not qualify and can delay or prevent reimbursement

Receipts & Submission

- Save all original receipts (except food)
- Submit PDF receipts within 2 weeks to: COM.SEL@msu.edu

Food Reimbursement

- Only for overnight travel
- Meals provided by the conference are not eligible
- Prioritize travel and lodging for easier reimbursement

Required Receipts (as applicable)

- Conference agenda (1–2 pages: what, where, when)
- Registration receipt
- Airline/rail itinerary with proof of payment (not confirmations)
- Car rental receipt (no accident insurance)
- Taxi/Uber (airport, hotel, meeting site only; label routes)
- Parking (airport/rail)
- Michigan Flyer receipt
- Itemized hotel receipt (no incidentals)
- Names of roommates
- Proof of roommate payments if one student paid full cost

Important

- All receipts must include student name and last 4 digits of the credit card

Alcohol is not reimbursable

No reimbursement for tickets purchased using airline miles or points

For full details, visit: [Reimbursement Charts | Michigan State University](#)

Additional Funding Resources

- **MSU Council of Graduate Students (COGS)** <https://cogs.msu.edu/resources/funding/>
- **MSU Council of Medical Students** council.of.med.students@gmail.com