Student Government Association (SGA) Elections

SGA Executive Board (E-Board) elections will be held in January and broadcast to all three sites. Each candidate will fill out an application form to be submitted to current SGA E-Board prior to the election. At the election, each candidate will have 2 minutes to present their platform. All students may cast a vote using i-clickers.

Organization Elections

Applications for E-Board positions must be submitted by EARLY FEBRUARY 2018. Elections for all student organizations E-Board member positions can begin in February (depending on the academic schedule) with completion by March 9, 2018. SOMA, ACOFP and SAAO will hold their elections in January due to their national organization guidelines.

- Organization E-Boards will use the SGA application template.
- Candidates fill out an application for the position(s) they are interested.
- Each organization will follow an election process as outlined in their constitution, as long as all new E-board members are voted in by 2/3 majority vote of either current E-board or general members of the organization.
- If an officer position receives no applications, the current E-board may select, by 2/3 majority vote, a student to fill that position.
- The current E-Board and the Advisors will hold interviews to elect new E-board members.
- An SGA E-Board member may not serve on any other organizations E-Board.
- A student may not be President of more than one organization.
- A student may not be on more than four (4) E-Boards.
- No Co-Presidents.
- Each organization must have at least a four-member E-Board and a MSU faculty advisor.
- Students must be in good academic standing to hold an E-Board position. If academic standing changes – “Academic Notice” (Policy for Retention, Promotion and Graduation), notification from administration will be sent to the Faculty Advisor and the student to relinquish their responsibilities as an E-Board member.
- Each organization will maintain a procedure manual.
- The SGA Summit (training seminar) for all organization and mandatory for all E-Board members will be scheduled in March or April and will be broadcast from East Lansing. The Summit will go over the SGA Policy and Procedure Guide, Scheduling, SGA Travel Budget, etc.

Change-Over of E-boards

- All E-Boards change over must be complete by March 9, 2018.
- Pre-registration of each organization with MSU Student Life Office must be complete before transferring of MSUFCU Account. SGA will notify MSU Student Life Office of new E-Board Members to update in their system. Once the update has been completed, the President will be email a code to enter the “Community” system for registration. MSUFCU uses this system to verify the organizations and E-Boards before the account can be transferred.
- Financial information such as check book/savings, debit card, must be transitioned to the new Treasurer and President. “Organization Checkbook Transfer Instructions” and “MSUFCU Application” can be found on the SGA Web page.
- Each organization has an EIN Number for the MSUFCU Application that can be obtain through Ms. Courcy.
- A checkbook register along with the monthly statement must be reviewed by the President, Treasurer and Advisor on a monthly basis.
Grading System

Each year the SGA requests a budget from the Dean to provide student organizations with money to use towards travel to conferences. Typically, SGA receives a budget of $400.00 per student organization each fiscal year (July 1 to June 30). This amount is dependent on your organization meeting the minimum administrative requirements set forth by the SGA Policies and Procedures. The requirements and the weight of completing each requirement are listed below:

15% Attending SGA General Meetings
15% E-Board Meetings with faculty advisor (at least TWO per semester)
20% Events or General Membership Meetings (at least ONE per semester)
10% Organization Poster Completion (by given deadline)
10% Registration with MSU Communities (by given deadline)
10% E-Board Attendance at Organization Fairs (at all 3 sites)
10% Lounge Clean-Up (on assigned date at all 3 sites)
10% Year End Report
100% Total

Grade Cut offs are as follows:

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The score your organization receives will be used to calculate the funding allocated to your group for the upcoming year, as a percentage of the starting point of $400.00. For example, an organization scoring a 90% would receive 90% of $400.00, or $360.00 for the following year.

Events and meetings are documented by the minutes your organization sends to SGA over the year. For events that did not have minutes, dates for the event were sent to SGA and those dates were cross-checked and confirmed with the Student Events Google calendar. If an organization fails to produce a constitution or to register with SGA, they will not be allowed to schedule events or general membership meetings with polycom therefore jeopardizing their standing with SGA.

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

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

Grading: Events, Fund Raisers or General Meetings
Each organization must schedule an event or fund raiser (from a bake sale to a suture clinic), or general membership meetings at least once per semester and no more than three. It is imperative that you keep your general membership engaged. Organizations must email the SGA Director of Administrative Services with minutes from meetings or date of fund raiser. General membership meetings will be scheduled through Ms. Courey’s office. Room Scheduling Instructions can be found on the SGA Web page.

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

Grading: Registration and Constitutions
• All organizations must have an electronic updated constitution. Send updated constitutions to SGA Director of Administrative Services by early September.
• All organizations must re-registered with MSU Student Life by early September.
• If an organization fails to produce a constitution or to register with MSU Student Life Office, the organization will not be allowed to schedule events, fund raisers or general membership meetings with polycom therefore jeopardizing their standing with SGA.

Grading: Organization Fairs
One or more E-Board members must attend the Summer Organization Fairs. Each organization has table top displays that are to be updated with current E-Board and membership information. The fairs will be scheduled at each site during the summer (evening events), so that new students can obtain more information about each organization on making final decisions on which to join. Some E-Board members may need to travel to each site.

Grading: Lounge Clean Up
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. Please email DAS to confirm that you have cleaned the room.
Grading: Year End Reports
These reports are used for tracking organizations events, fundraisers, meetings, expenditures for SGA accuracy in Grading System and so that advisors have an overall report of their organization's activities. Each organization will receive the previous year's Year-End Report (outline of organization's meetings/events/expenditures, etc. throughout the past year. Year-end reports are due at the end of Fall Semester – December (before elections). Year End Reports for incoming E-Boards can be found on the SGA Web page.

Miscellaneous

- SGA is limited to a total of 30 Organizations. No new organizations will be added.
- No organization can schedule their meeting/event over academics, Student Government Association, Class and Administration/Student Communication Hour Meetings or other major college events.
- SGA will send a weekly email with all organizations upcoming meetings and events.
- Organizations are to email only their membership, not the class list serves.
- Permission to email to class list serves will need to be obtained from Ms. Courey’s Office.
- Organizations are not allowed to create websites.
- Facebook: Must be open to the public – great recruiting tool for perspective students. Only college logo's can be used. Each organization should read (example) – COM Student Government Association (SGA). Only organization information can be posted – no personal posts.
- 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.
- All Organization tee shirts (including class activities) will be ordered in the Fall Semester. Organization logos must be pre-approved. Tee shirts, mugs, and merchandise must be ordered through Ms. Courey’s Office.
- No e-mails to first-year students for active recruitment of membership is permitted. Organizations can only notify first-year students of events for the Summer Semester.
- All international trips must seek approval through the Institute of International Health Office. Trips must go through a college department/unit with an Instructor of Record.
- Any new electives must go through an application process, 2 semesters prior to the semester of which the elective is to start. No electives will be schedule during the lunch hour, 12 to 1:00 p.m. Contact Academic Programs for new elective process.
- MSUCOM student organizations are not allowed to have joint E-Boards with the College of Human Medicine students, although any MSU student can be a member of an organization.
- The College offers inter-campus mail (between all sites) dependent on administrators, faculty and staff that travel on a weekly basis.
- Lost and Found: East Lansing - Office of Scheduling and Student Activities, C101 East Fee Hall, DMC and Macomb – Administrative Offices.
- Protocol for corresponding with Administration, Faculty and Staff. Please use proper titles, example: Dean Amalfitano, Dr. Enright, etc.
- Protocol for signatures on emails. Salutation and First & Last Name, Titles and Organizations, MSU College of Osteopathic Medicine, Class of 2021, and Email. Example:

Mr. Matthew Meranda  
President - Student Government Association  
Student Trustee – Michigan Osteopathic Association  
MSU College of Osteopathic Medicine  
Class of 2021  
Email: merandam@msu.edu