MSUCOM Student Government Association
Policies and Procedure Guide
2013-14

Student Government Association (SGA) Elections

- SGA Executive Board (E-Board) elections will be held in early January and broadcasted 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 their i-clickers.

Organization Elections

- Elections for all student organizations E-Board member positions will be held starting in February (depending on the classes schedules) with completion by mid-March with the exception of ACOFP, SOMA and SAAO that hold their elections in January due to their national organization guidelines.
  - Organization E-boards will use the SGA template or may use their organization-specific application.
  - Candidates fill out an application for the position(s) they are interested in.
  - The current E-Board chooses the incoming E-Board by scheduling a Skype meeting.

Other Information

- A student may not be President of more than one organization, nor can a SGA E-Board member be President to any organization. **No Co-Presidents.** Vice Presidents are allowed at each site for an organization.
- 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 not, a notification from administration will ask the student to relinquish their responsibilities as an E-Board member.
- Each organization will maintain a procedure manual.

Change-Over of E-boards

- All E-Boards must change-over by early mid-March
- Financial information such as check book and savings, etc., must be transitioned to new Treasurer and President.
- The SGA Summit (training seminar) for all organization E-board members will be scheduled early April and will be broadcast from East Lansing. The Summit will go through the SGA Policy and Procedure Guide, Travel Guidelines, SGA Budget, Organization Fair, etc.

Miscellaneous

- MSUCOM Student organizations are not allowed to have joint E-Boards with College of Human Medicine students, although any MSU student can be a member of an organization.
Organization Activity Requirements

- **MINIMUM REQUIREMENTS**
  - An E-Board member must attend the SGA general meetings, twice a semester.
  - E-Board meetings to be scheduled with the faculty advisors, twice a semester by Skype or in person.
  - Schedule an event or general membership meetings at least once per semester and no more than two by polycom.
  - E-mail SGA Director of Administrative Services with minutes from meetings/events for the grading system.
  - All members must have the opportunity to attend events/meetings from all sites.
  - Complete mid-year and year-end reports by date designated by SGA E-Board.
  - Each organization needs to create a poster before the COM Orientation in June and update or create a display before the Organization Fairs (date to be determined).
  - One or more E-Board members must attend the organization fair at each site.
  - No more than two meetings/events including the pre-set Wednesday and Thursday noon hour Electives can be broadcast at a time. Evening broadcast meetings (up to 5:30) will need special approval.

Organization Grading and Percentage System

- The Grading System is used to determine funding for each student organization from SGA Vegas Night proceeds. Percentages are given for:
  - 15% = SGA General Meeting, twice a semester
  - 15% = E-Board meetings with faculty advisors, twice per semester
  - 20% = Events or general membership meetings once per semester
  - 15% = Completion of organization poster and objectives paragraph for the MSUCOM Student Services web
  - 15% = Completion of Registration through MSU, updates to Constitutions, and attend Organization Fair
  - 10% = Hosting events/meetings at DMC and/or MUC once per semester
  - 10% = Lounge and Study Rooms Clean Up
  - 100% = Total

These percentages are subject to change, if a fund raiser is scheduled for all organizations to participate in. Last year 40% of the grade was from organizations involvement in the Las Vegas Night and Charity Raffle Fund Raiser. See below.

10% = Vegas Night Volunteers
30% = Vegas Night Raffle Ticket sales

- The Grading system is tracked by the SGA Association Director of Administrative Services
  - > 100% A+
  - 90-100% A
  - 80-89% B
  - 70-79% C
  - 60-69% D
  - 50-59% E
  - < 50% F
Registration and Constitutions

- All organizations must have an electronic version of the organization’s constitution. Send updated constitutions to SGA Director of Administrative Services by early September.
- All organizations must be registered with MSU by early September.
- If an organization fails to produce a constitution or register with student services, the organization will drop down to an Interest Group or will be dissolved.

Lounge Clean Up

- Organizations will be assigned a week to clean their respective lounges by the SGA Director of Administrative Services. A schedule and check list will be provided in each room.

Mid-Year Report and Year End Reports

- Each organization will receive the previous year’s Year-End Report (outline of each student organization meetings/events/expenditures, etc. throughout the past year.
- All student organizations are required to turn in the mid-year report during Fall Semester - October.
- All student organizations are required to turn in a year-end report during Spring Semester - March.

Fundraiser Applications

- All organizations planning events or fundraisers must turn in an application to Mrs. Beth Courey, C101 East Fee Hall, at least one month prior to their event for approval. Form can be found on the COM Web http://www.com.msu.edu/ss/index.html under Student Government Association.
- Reminder:
  o People need help throughout the year, not just around the holidays.
  o Fundraisers scheduled too close together reduce the success for all groups.
  o Highly recommended that organizations to collaborate fund-raising events.
  o Bake Sales, Breakfast, Lunch fund raisers will be kept to a minimum of three per month.

Merchandise (T-shirts) / College and Organization Logo

- Organization T-shirts will be ordered in the Fall Semester. Interest Group are not eligible.
- All organization logos must be pre-approved through Mrs. Beth Courey, Student Services.
- All t-shirts, mugs, and merchandise must be ordered through Mrs. Beth Courey, Student Services.
Reserve a Room for Meetings/Events

- All meetings and events must be scheduled through Student Services at least two weeks prior to event.
- You MUST check the Google Calendars: COM Class of 2016, COM Class of 2017, COM Student Events, Electives before you request a date and room. No organization can schedule their meeting over Classes, SGA, Class and Administration/Student Communication Hour meetings or other College events.
- Go to www.com.msu.edu. Click on “calendar” on the left side.
- On the left side of the screen underneath the min-calendar, click on “update”.
- User-ID: com Password: student
- Click on “Add New Event”.
- Select “Student Group” template.
- Please fill out the form as completely as possible. If you need a room for the event, you will need to fill out all the information requested within the “description” box, which looks like the following
  - # Expected to Attend: **Put in number**
  - Audio/Video Conferencing Needed? **Put in either Audio or Video**
  - Top 3 Date Preferences: **Put in three dates by order of preference**
  - Top 3 Room Preferences: **Put in three rooms by order of preference**
  - Room Choices in East Lansing: A316 E. Fee* (seats 20), A338 E. Fee (seats 20), C102 E. Fee* (seats 50), Conrad - Evenings only* (seats 430), E202 Fee* (seats 110), E105 Fee* (seats 160),
  - This information will go to Ms. Alissa Berry, C101 East Fee Hall, East Lansing who will check dates/rooms availability for the activity. She will e-mail you a confirmation along with confirmation to Media Services for set up of any broadcast, audio or video needs.
  - Do not publicize meeting/event until you have a confirmation from Ms. Berry.

Storage

- Each organization has storage space in their site specific areas: Fee - C18F (basement), DMC – Student Lounge, MUC – 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.

Miscellaneous

- 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 (Dr. Nassiri). 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. Contact Dr. Taylor Scott, Academic Programs.