

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Student Government Association</b>		<b>SOP #: SA.016.02</b>
Effective Date	02.01.2018	
Last Revision/Review	05.06.2024	

### **1. Purpose**

To outline and define the processes by which are relevant to the operations of the Student Government Association

### **2. Related Policy/Authority**

Include a link to the organization's authority (its policy and/or federal citation).

### **3. Faculty/Staff Responsibilities**

Office of Student Affairs

### **4. Definitions/Abbreviations**

SGA: Student Government Association of Burrell College of Osteopathic Medicine

### **5. Procedural Steps**

- 1.1 SGA is the official voice for osteopathic medical students at Burrell. SGA is responsible for dispersing funds for student activities, acting as a liaison for the DO medical student body, promoting osteopathic medicine, supporting club and classroom activities, and working to improve the quality of life for all Burrell medical students.
- 2.1 SGA Operates under guidelines set forth in their bylaws
- 3.1 Student Eligibility for SGA membership
  - a. The Office of Student Affairs review student eligibility prior to all elections and periodically during the academic year. Academic eligibility standards: all students must maintain good academic standing.
- 4.1 Elections:
  - a. When elections take place, candidates send Letter of Intent to the Office of Student Affairs. Student Affairs creates a ballot in Qualtrics where appropriate student body can view letters of intent for all candidates and cast their vote. Once elections have taken place, Student Affairs notifies the appropriate student body which candidates were elected.
- 5.1 The Office of Student Affairs and SGA leadership meet on a monthly basis to address student concerns
- 6.1 SGA Required Travel
  - a. The Executive Board President and Vice-President are required to attend periodic mandatory meetings of the Council of Osteopathic Student Government Presidents (COSGP). The Office of Student Affairs covers the full travel of the SGA President and Vice President for all mandatory conferences they are required to attend.

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### 6. Reports/Charts/Forms/Attachments/Cross References

<https://burrell.edu/students/organizations-and-outreach/student-government/>

### 7. Maintenance

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

### 8. Signature

Approved by

05.06.2024

Department Head of Student Affairs

Date

### 9. Distribution List

Internal/External

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
05.12.2023	2.1	Updated SGA bylaws language		05.12.2023
05.12.2023	6	Updated SGA weblink		05.12.2023