

# **THE CONSTITUTION OF THE United Student Government**

## **PREAMBLE**

We, the students of Moravian College, in order to form a more democratic and reasonable student government, to promote a sense of community within Moravian's campuses, and to protect such rights and privileges granted to the student body, present this document, in which lies the foundation of the United Student Government.

## **Article I**

### **Section 1 - Official Name**

The name of the student government shall be called: the United Student Government (USG).

## **Article II**

### **The Governing Body**

This one body will consist of seventeen (17) elected officials: President, Vice President, Events Council Chair and fourteen (14) Representatives. The President will appoint the following officials: Treasurer, Webmaster, Public Relations Director and Club Ambassador. There will be a total of twenty-one (21) officials in the United Student Government. Terms of all officials will run for one calendar year. For this reason, any student who cannot fulfill one full calendar year may not run for office. This government could be composed of both part-time and full-time undergraduate students.

### **Section 1 - Duties and Responsibilities of all Officials in USG**

- A. All officials are expected to attend all meetings. More than two (2) absences, per semester will, could result in removal from office.
  - a. In the case of an emergency, a member can appeal his or her absence by presenting the reason for the absence to the governing body. If the appeal passes by a majority vote of the entire governing body, the absence will not count toward the member's two (2) absences.
- B. All officials must attend the retreat each semester.
  - a. In the case of an emergency, a member can appeal his or her absence by presenting the reason for the absence to the governing body. If the appeal passes by a majority vote of the entire governing body, the member will not be removed from office. In this case, the member may be asked to make up parts of the retreat.
- C. All officials must actively participate in a minimum of three (3) committees each semester. These committees must be comprised of one standing committee, one expectation committee and one ad-hoc committee.
- D. All officials must be in attendance to pass the annual operating budget. The operating budget should consist of the United Student Government's budget, club's budgets as awarded from the Point System, and a discretionary fund.
- E. Quorum must be in attendance to vote on the following issues:
  - a. Discretionary fund disbursements (majority of those in attendance to pass)
  - b. New club charters ( $\frac{2}{3}$  of voting powers to pass)
  - c. De-Chartering of a club ( $\frac{2}{3}$  of voting powers to pass)
  - d. Budget appeals ( $\frac{2}{3}$  of voting powers to pass)
  - e. Consequences for violating any part of Article III: Rules and Procedures ( $\frac{2}{3}$  of those in attendance to pass)
  - f. Amendments to club bylaws ( $\frac{2}{3}$  of those in attendance to pass)
  - g. Impeachments ( $\frac{2}{3}$  of voting powers to pass)
  - h. Any other major issues as seen by the President of USG or other members (majority of those in attendance to pass)
  - i. All items under Article III, Section 1.C of this document (majority of those in attendance to pass)

## **Section 2 – Duties and Responsibilities of the Elected Positions**

### **A. The Office of President.**

The President is the primary leader of the Moravian College Student Government. The President's primary job will be to ensure that they uphold the USG mission(s) and goals set forth each year.

Responsibilities include:

- a. Setting the agenda for all USG meetings
- b. Planning and executing the January and August retreats
- c. Meeting weekly with the Dean of Students
- d. Not holding any voting power in government, unless there is a tie
- e. Conducting and counting all votes in government
- f. Holding the right to table agenda items for a period of one (1) week, as needed. Items may only be tabled for one (1) week.
- g. Appointing each official to one (1) committee
- h. Holding executive meetings in accordance with Article II, Section 1 of this document

### **B. The Office of Vice President.**

The Vice President will help drive the USG mission(s) and goals with the clubs on campus.

Responsibilities include:

- a. Assisting the President
- b. Presiding for the President when:
  - i. The President is absent
  - ii. A motion about the President is made
- c. Updating email passwords for USG on a regular basis. These include the safe, website, computers and email
- d. Working with the Club Ambassador to oversee the proper functioning of clubs and organizations.
- e. Assuring one of the two Student Trustees attend USG meetings a minimum of one week prior to each Board of Trustees meetings.
- f. Keeping to-do lists at each general meeting and sending them out at least 48 hours before the next meeting.
- g. Serving on the Internal Affairs Committee
- h. Presiding for the Parliamentarian/Chair of the Internal Affairs Committee when:
  - i. The Parliamentarian is absent
  - ii. A conflict involving the Parliamentarian occurs

### **C. The Office of Events Council Chair.**

The Events Council Chair is the leader in organizing and planning all events that fall under the Events Council Committee.

Responsibilities include:

- a. Conducting student surveys in the fall to ensure student body feedback
- b. Working with the advisor and booking agent to plan the concert or speaker each year
- c. Presenting the plan to USG for approval before the end of the fall semester.
- d. Formulating a committee that will execute promotions, finances, volunteers, community outreach and all other necessary functions for the concert or speaker
- e. Topics discussed under events council are discussed in a closed-door policy and the topics must pertain to events council.
- f. Attend a minimum of one (1) IMPACT meeting per month

### **D. The Office of Representative.**

Representatives are the primary student representation in the United Student Government.

- a. Follow the procedures set forth in Section 1 of this document
- b. Attend a minimum of two (2) club meetings per semester to ensure proper representation of clubs by USG
  - i. Representatives may have another member of the governing body substitute for them for one (1) of the two (2) clubs that they must attend. The group must be informed of this substitution.
- c. Bring your binder to every meeting
- d. Ensure all decisions are made with the best interest of the entire student body in mind

## **Section 3 – Duties and Responsibilities of the Positions Appointed from the Representatives**

Within the fourteen (14) Representatives and the Events Council Chair (1), three (3) officials will be selected from within this group to each take on one of the following positions. In the event that the fourteen (14) Representatives and Events Council Chair cannot come to a consensus, or in the event of a tie, the President will determine which Representative will hold the position in question.

A. The Office of Financial Administrator.

The Financial Administrator will work with the treasurer in the handling of funds and requests. Responsibilities include:

- a. Processing vouchers that do not violate any financial rules and procedures
- b. Updating spreadsheets that track funding for each processed voucher
- c. Auditing and reconciling club concerns with the Point System
- d. Presiding for the Treasurer when:
  - i. The Treasurer is absent
  - ii. A motion about the Treasurer is made
- e. Tracking and informing the President of all discretionary requests that must be on the agenda
- f. Updating and maintaining changes to the Point System
- g. Tracking and informing the governing body of all anonymous requests for club audits.
- h. Preparing the end of year Point System budget folders to be distributed to clubs by March 1<sup>st</sup>

B. The Office of Secretary.

The secretary is responsible for all minutes from all meetings held by USG.

Responsibilities include:

- a. Recording the minutes of each meeting. Minutes must be sent out within 72 hours following the general meeting with the exception of extenuating circumstances, up to the discretion of the internal affairs committee. Minutes should include (but are not limited to):
  - i. Attendance, including guests
  - ii. All items voted on, the persons who made the primary and secondary motions and the outcome of the vote
  - iii. All dates of USG events that were discussed
  - iv. All items tabled by the President
  - v. All incomplete tasks that require follow up, including the person responsible and the expected date of completion
  - vi. All issues brought to the attention of the governing body by any member of the Moravian community
  - vii. All other comments requested to be recorded by any member of the governing body.
- b. Uploading a copy of the minutes of each meeting to Google Drive and distributing the minutes of each meeting to all USG officials
- c. Preparing binders for all incoming USG officials by December 1<sup>st</sup> each year. Each binder must include the following, in the following order:
  - i. A copy of the duties and responsibilities corresponding to each recipient, copied and pasted directly from the Constitution
  - ii. A copy of the current Constitution
  - iii. A copy of the Supplement document
  - iv. All other necessary documents applicable to the position

C. The Office of Parliamentarian.

The Parliamentarian is the primary person to uphold the Constitution and ensure USG and clubs are working in accordance with this document.

Responsibilities include:

- a. Preparing a Parliamentary report, when necessary, to address any major infractions within the governing body
- b. Updating and maintaining the Constitution as amendments are passed
- c. Updating and maintaining the Supplement document
- d. Serving as the Chair for the Internal Affairs Committee
- e. Holding each member of USG to his or her responsibilities
- f. Tracking committee involvement to ensure members are fulfilling their committee requirements

- g. Ensuring committee chairs are fulfilling their duties and responsibilities as chairs

#### **Section 4 – Duties and Responsibilities of the Positions Appointed by the President**

All positions appointed by the President are pending the approval of a majority vote of the fourteen (14) representatives.

A. The Office of Treasurer.

The Treasurer is in charge of all financial policies set forth by this document. The Treasurer and Financial Administrator will work together to accomplish financial goals and requirements.

Responsibilities include:

- a. Processing vouchers that do not violate any financial rules and procedures
- b. Updating spreadsheets that track funding for each processed voucher
- c. Collecting club Point System budget folders on or before March 31<sup>st</sup>
- d. Presenting the annual budget for review to the governing body
- e. Comparing account ledgers with the Moravian College Financial Office at least once per semester
- f. Preparing and presenting budget updates on a weekly basis
- g. Distributing and collecting a signed copy of the Financial Rules

B. The Office of Public Relations Director.

The Public Relations Director will handle all Public Relations within USG and assist clubs with promoting their club activities.

Responsibilities include:

- a. Serving as the Chair of the Public Relations Committee.
- b. Updating and maintaining social media
- c. Designing campaigns for student input (e.g. social awareness, web-development, etc.)
- d. Informing clubs and organizations of their resources both in and out of USG
- e. Updating the Google Calendar with all USG and club events

C. The Office of Webmaster.

The Webmaster ensures communication with the student body and clubs.

Responsibilities include:

- a. Updating and maintaining the website at least once a week. Time stamps will ensure proper execution. The website must contain up-to-date information on the following:
  - i. All public Financial documents
  - ii. All Public Relations templates
  - iii. All Point System information
  - iv. A list of all active clubs funded by USG
  - v. A list of all USG officials and positions
- b. Tracking the effectiveness and traffic of the website
- c. Serving on the Public Relations committee

D. The Office of Club Ambassador.

The Club Ambassador's main purpose is to serve as the key liaison between USG and the clubs USG governs.

Responsibilities include:

- a. Ensuring clubs are following all rules and procedures set forth in this document
- b. Collecting and updating annual club rosters as needed
- c. Assisting new clubs in preparing a Constitution, mission statement and bylaws
- d. Serving on the Club Fair committee
- e. Maintaining copies of up-to-date bylaws and constitutions for every club governed by USG. Club bylaws and constitutions will be kept in a folder in the USG office and on the Google Drive
- f. Ensuring representatives each attend two club meetings per semester
- g. Maintaining updated records of clubs in the USG office

#### **Section 5 - Executive Meetings**

Executive meetings must take place once a week while classes are in session. These meetings, run by the President, consist of the President, the Vice President, the Public Relations Director, the Club Ambassador, the Treasurer, the Webmaster and any other member of the governing body as seen fit by the President.

## Section 6 - USG Disclosures

All USG officials must disclose what clubs they are a part of. In the event that a decision must be made regarding a club that a USG member is a part of, he or she will be removed from the decision making as a result of a conflict of interest.

## Article III Rules and Procedures

### Section 1 – Financial Rules

- A. Eligibility for Annual Funding.
  - a. Only clubs in active standing are eligible to earn funds through the USG Point System
  - b. All clubs must submit an annual USG Point System budget folder by March 31<sup>st</sup>
- B. Discretionary Fund.
  - a. The discretionary fund is available for all individuals, clubs, departments, or organizations on campus to apply for. Each request must be submitted to the Financial Administrator to be brought before the governing body for approval. The individual, club, department, or organization that is requesting a discretionary fund must present their request to the governing body. Discretionary requests can be approved by a majority vote. If approved, funds will be distributed within the following week. Funds will be distributed on a first come, first serve basis.
  - b. Clubs will be asked to provide a breakdown of the financial request in accordance with Section V. C of the Supplement Document.
- C. The following must be presented to the governing body for approval:
  - a. Items which will be retained by an individual
    - i. Items to be retained by an individual, whether within the club or outside, must be presented to the governing body for approval
    - ii. Clothing is permitted for clubs, but may not exceed \$20 per person, per year. Names of the individuals receiving the clothing must be submitted with the voucher, prior to placing the order. Names of all individuals receiving clothing must match the official club roster.
  - b. Personal travel or tolls
    - i. Personal transportation expenses (personal vehicles and rentals) for a majority of club or team members may be presented to the governing body for approval. Receipts must be provided for reimbursement.
  - c. Conferences/Clinics/Camps
- D. Allocations will **not** be made for the following:
  - a. Personal loans to individuals
  - b. Bail or legal fees for individuals or organizations
  - c. Alcohol or any equipment with the explicit purpose of its production
  - d. Weapons
  - e. Personal fees/dues required for national organizational membership
  - f. Contributions to charities or for donations
  - g. Academic materials to be used for tutorial purposes
  - h. Mandatory events held during the final exam period
  - i. Transfer of funds to outside accounts
  - j. Food expenses exceeding \$20 per person, per day
  - k. Fundraisers\*

\*Funds may not be allocated for fundraiser items that will be resold, but you may use funds for the set-up and implementation of the fundraiser. Any voucher regarding fundraising may be called before the governing body for approval.

- E. Suspension/Freezing/Clearing of Accounts.
  - a. The President, the Treasurer, and the Financial Administrator, reserve the right to suspend accounts for no more than two weeks over the course of an academic semester. This decision can only be overturned by a majority vote of the governing body.

- b. The United Student Government reserves the right to freeze any accounts of clubs not adhering to the financial and/or club rules as set forth by this document. All accounts must be unfrozen by a 2/3 vote of the governing body.
- c. The United Student Government reserves the right to clear club accounts to \$0 for clubs that have been inactive for a period of one year. All club accounts that are de-chartered will have funds transferred to the unallocated funds account at the time of their de-charter. All clearing of accounts are final and may not be overturned.

## Section 2 – Club Rules

In order for a club to sustain a United Student Government charter, there are various requirements for the clubs to remain recognized. These regulations will be adhered to and regularly reviewed by the Club Ambassador and the Vice President. If a club fails to adhere to the rules in this section, the governing body reserves the right to administer consequences as seen fit by a 2/3 vote.

- A. Clubs must have a minimum of 6 members at all times.
  - a. Official Member Requirements
    - i. Must attend 50% of club meetings
    - ii. Must attend at least one (1) club event per semester
- B. All clubs must have a President, Vice President, Treasurer, and Secretary. If your club does not use these terms, they must have similar responsibilities.
  - a. A President of any club may not hold any other position within that organization.
- C. All clubs must meet a minimum of once per month
- D. All clubs must have a full time Moravian faculty/staff/administrator advisor
  - a. The advisor must attend a minimum of two (2) meetings with the club, per semester
- E. Clubs must abide by their own Constitution, as well as abiding by the USG Constitution and the Supplement Document.
- F. All club treasurers must attend a USG hosted Budget Information Session each semester. If the treasurer cannot attend, clubs may send another representative in his or her place.
- G. All clubs are required to submit (and update as needed) the following documents at the beginning of every semester:
  - a. Club roster
  - b. A signed copy of the USG Financial Rules
  - c. A signed copy of the USG Club Rules
  - d. A signed copy of the USG Point System Document (located in the USG Supplement Document)
- H. Clubs are required to complete the USG Point System budget folder and return it to USG on or before March 31<sup>st</sup> each year.
- I. Clubs are required to follow the USG Point System as outlined in the Supplement Document
- J. Club Sports will be governed by the Club Sport Document found in the Supplement Document
- K. Any club becoming deactivated due to failure to comply would have to complete new club paperwork provided in the Supplement Document.

## Section 3 – USG Internal Rules

- A. Voting.
  - a. Votes will be conducted and counted by the President, who does not hold any voting power unless there is a tie. Closed ballot votes will be counted a second time by the USG Advisor for accuracy.
- B. Elections.
  - a. The election committee will run all elections. The election committee rules, outlined in the Supplement Document, will govern how the election committee operates. No one running for reelection may be a part of this committee. In the case that all members of the governing body are up for reelection, the USG Advisor will run elections. USG will run elections for all incoming USG officials, as well as the Student Trustee.
- C. Training and Transitioning.
  - a. At the end of each term, there will be a training and transitioning period for all incoming USG officials. This period must occur before the close of the fall semester each year. During this period, all outgoing officials will train the incoming officials on the duties and responsibilities of each position in USG and on USG as a

whole. The President, Vice President, Events Council Chair and any other definitive appointed positions must have one-on-one sessions between the incoming and outgoing persons. All other positions may be talked about in a group. Incoming officials must attend at least one USG meeting before the close of the fall semester.

D. Internal Elections.

- a. At the retreat in January, the fourteen (14) representatives will nominate or self-nominate in the following order: Parliamentarian, Financial Administrator, and Secretary. These positions will then be voted on in the same order. Each position can be elected with a majority vote. Representatives may run for up to three (3) positions.

E. Oath of Office.

- a. "I, (state your name), swear to uphold the rights and privileges of the Moravian College United Student Government, to carry out the duties of the position held, and to hold the Constitution as the binding instrument of the student body, keeping always the interest and welfare of the student body in mind, sacrificing personal interest to meet the responsibilities and obligations set forth of this government."

F. Meeting info

- a. Meetings of the entire United Student Government will be established by the United Student Government at the retreats. Meetings must take place once a week while classes are in session. In order to hold a vote, a quorum must be in attendance. Quorum is defined as 2/3 of the governing body.

G. Retreat.

- a. USG must hold a retreat before the conclusion of the first two weeks of classes each semester.

H. Annual Budget.

- a. The United Student Government must pass an annual budget each year with a 2/3 vote. This budget must consist, but is not limited to, the USG operating budget, the discretionary fund, and the club operating budget.

I. Supplement Document.

- a. The United Student Government will use the Supplement Document as an additional governing text. Any piece of the Supplement Document may be changed by a majority vote. If, at any point, any contradictions should occur between this Constitution and the Supplement Document, the United Student Government is to follow this document.

J. Order of Succession.

- a. In the absence of the President, the Vice President will act as President. In the absence of the Parliamentarian, the Vice President will act as Parliamentarian. Any member of the governing body may temporarily fill all other positions.

K. Filling of Vacancies.

- a. Presidential Vacancy.
  - i. If the President shall resign or be impeached, the Vice President will assume the role of President. He or she will then follow the rules to fill an elected member vacancy.
- b. Elected Member Vacancies.
  - i. In the event of an elected member vacancy (Representatives, Vice President, or Events Council Chair), the President will appoint a member of the student body to fill the position, pending majority approval from the governing body.
- c. Appointed Position Vacancies.
  - i. In the event of an appointed position vacancy (Treasurer, PR Director, Club Ambassador, or Webmaster), the President will appoint a member of the student body to fill the position, pending majority approval from the governing body.

L. Resignation.

- a. If any member of the governing body wishes to resign his/her position in USG, he/she must submit a letter of resignation to the President of USG to be read to the governing body at the next meeting. The letter must include the date of submission.

M. Impeachment.

- a. Any member of the United Student Government may make a motion to impeach any member of the governing body. All motions must be communicated to the President to be put on the agenda. All motions will come before the governing body and will require a 2/3 vote in a closed ballot.

N. Changes to the Supplement Document.

- a. Any changes to the Supplement Document require a majority of the voting powers to pass.

O. Amending the Constitution.

- a. Amendments to this Constitution can be made with 2/3 votes of the voting powers within USG. The Parliamentarian will update the Constitution with any amendment that is passed.

Ratified on July 25, 2015

*Rebecca H. Eisenstein*

Rebecca Eisenstein, President