

1. Funding;

a. Eligibility for Annual Funding

- i. Only point system clubs in active standing are eligible to earn funds through the USG Point System.
- ii. All Point System clubs and Exempt clubs must submit an annual USG budget request form by the designated date in April. This should include a list of all events participated in within the current fiscal year and proof of these events. These events and proofs compiled will become worth a certain point amount and value. The value of the point is based on the total number of budget points acquired by all point system clubs divided by the allocation for point system clubs for the upcoming fiscal year.
- iii. Budget points may be awarded to events that are considered invite-only.
 1. Registered events with alcohol in the designated areas may count towards budgeting as well, conditioned to adherence to the rules and restrictions set for such gatherings.
- iv. All Exempt clubs are required to submit an Exempt Club Budget Submission Form.
 1. This includes an itemized list of the purposes for funding within the request for the upcoming fiscal year.
- v. Funding can only be granted and utilized by Undergraduate students who pay the Moravian College Student Activity (USG/MAC/Annual Student Event) Fee in full.

b. Discretionary Fund

- vi. The discretionary fund is available for all individuals, clubs, departments, or organizations on campus to apply for. Each request must be submitted to the F.C. 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, the funds will be distributed within the following week.
 1. When submitting a discretionary request, the entity is accepting that they must attend a designated USG Council meeting to present their reasoning for the amount requested.
- vii. Clubs will be asked to provide a breakdown of their expected attendance, historic attendance (if applicable), outreach to other departments, organizations, or committees for funding, and a full report of expenses. Clubs will be asked to provide a detailed report of funding granted from Discretionary Funds after used for requested purpose. This report will identify to what degree the funds appropriated were utilized.

- viii. Students requesting discretionary funds in order to attend a conference may only request funds if the student is presenting and to cover the travel and lodging expenses (i.e hotel costs, plane tickets, etc.)
 - 1. Each student may only request a total of \$400 for attending conferences per calendar year
- ix. Expenditure Authorizations
 - 1. Funds will not be permitted for:
 - a. Personal loans to individuals
 - b. Bail or legal fees for individuals or organizations
 - c. Alcohol and drugs or any equipment with the explicit purpose of their production
 - d. Weapons
 - e. Personal fees/dues required for national organizational membership
 - f. Contributions or donations in the form of fundraisers for purpose of direct donation to charitable based organizations
 - 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. Any other purposes that fail to comply with Moravian College Policies
 - k. Gift cards that have a non designated purpose. Example: a “blank” gift card for x amount of dollars to be spent on anything.
- x. Students are permitted to request discretionary funds for conferences and events that may be exclusive to them, as long as they return from the conference and give a presentation to the body of USG with proof of attendance, and their role in the conference. Pictures and powerpoints may be used in order to relay this information to the body. If the student attending the conference does not present to the USG body at least two (2) weeks after their conference, they may be subject to a hold on their student account.
- xi. Freezing/Deactivation of Accounts
 - 1. The President, the Vice President of Finance, and the Vice President of Clubs, reserve the right to freeze accounts for non-compliance in conjunction with F.C. compliance rules and C.C. compliance rules.
 - 2. The accounts subject may be frozen for an indeterminate duration at the discretion of the President, the Vice President of Finance,

and the Vice President of Clubs pending the organization in non-compliance status in resolving the initial concern.

3. All club accounts deactivated will have funds returned to USG.

2. Compliance, (if a club is found in violation of any of the following rules they will be subject to non-compliance and may be deactivated):

- a. Budget submissions:
 - i. All clubs must submit budget requests to the USG office prior to the end of the spring semester (fiscal year) at a time designated by the F.C..
 - ii. Failure to submit a budget will result in zero allocations towards club spending for the following academic year.
- b. Appropriate funding
 - i. Clubs that do not adhere to USG's set forth disallowed expenditure authorizations will result in immediate freezing of accounts.
 - ii. The C.C. will conduct an investigation as necessary with respect to the operation of the offending club.
 - iii. USG reserves the right to take away a budget point to any club that fails to uphold their end of a commitment, i.e Accepted Student Day appearance and Club Fair appearance.
 - 1. Clubs receiving exempt funding that do not uphold their end of a commitment with USG are subject to a 10% deduction of their budget, i.e. Accepted Students Day or Club fair appearance.
- c. Account Balance:
 - i. A USG funded organization may fall subject to non compliance if any account held maintains a deficit for more than a semester
 - ii. Deactivation and freezing procedures, the responsibility of this committee in cooperation with the C.C., then become necessary.

3. Rollover;

- a. Club Rollovers:
 - i. Exempt Club Rollover;
 - 1. An Annual analysis of exempt club rollover amount by the committee to allocate accordingly should happen during club budgeting prior to the start of the new fiscal year.
 - 2. For Exempt Clubs, USG will repossess any and all funds remaining as of May 1st of the calendar year, unless notified of a legitimate reason the club will be using the funds past that date and before the fiscal year ends.
 - ii. Point System Club Rollover;

1. Rollovers from point system clubs stay within organizations accounts for future use. The designation of this rollover by presiding club should contain the intended purpose of a percentage of that sum indicated by the purpose budget allocation chart (see below)
 - a. Point System clubs are not able to rollover more than \$500 in their USG account.

4.) Vouchers

- a. Apparel Purchase Policy:
 - i. All USG sanctioned clubs are limited to spending a maximum of \$40.00 per person on apparel in each fiscal year. All apparel purchases must be approved by the serving USG club committee, prior to the purchase.
- b. Cash Advances
 - i. All cash advances are restricted to a request of \$200.00 or less.
 - ii. Freezing Policy:
 1. Any payee issued a cash advance is responsible for submitting a valid receipt or invoice for the given amount by 3 weeks after the advance has been approved.
 2. If the payee does not fulfil their responsibilities they will be held liable for the amount, resulting in a charge to their student account, as well as an account hold. The hold will remain until the cash advance is returned and receipts submitted.

5.) Club Sports

- a. All uniforms or essential apparel for club sports are exempt from the \$40.00 maximum apparel policy, but must still be approved by USG before being purchased.
- b. Club sports are permitted to use their budget allocation towards league fees.

USG Club Rules

1. **Compliance (if a club is found in violation of any of the following rules they will be subject to non-compliance and may be deactivated), USG reserves the right to revoke a club charter and budget at any point in time.:**
 - a. Clubs must have a minimum of 6 members at all times.
 - i. All clubs must have a President, Vice President, and a Treasurer. These positions can not be held by the same person.
 - ii. All club executive members must be undergraduate students who pay the Moravian College Student Activity (USG/MAC/Annual Student Event) Fee in full.

- b. All clubs must meet a minimum of once per month and if asked by USG, the club needs to provide proof these meetings took place. Examples of proof would be minutes, correspondence, pictures of events, etc.
- c. All clubs must have a full time Moravian faculty/staff/administrator advisor
 - i. The advisor must check in with their assigned clubs once a month.
 - ii. If a club would like to change their advisor, please bring this matter to USG's attention
- d. Clubs must abide by Moravian College standards, USG standards and exemplify appropriate behavior at all times.
- e. Any events on campus should be catered by Sodexo, in accordance with Moravian College catering policy. If extenuating circumstances present themselves, please coordinate a solution with Sodexo.
- f. All club treasurers must attend a USG hosted Budget Information Session at the end of the Spring Semester. If the treasurer cannot attend, clubs may send another representative in his or her place.
- g. Clubs must allow any student from the Moravian College Community to join if they wish.
 - i. Clubs are not allowed to charge their members dues.
 - ii. Clubs cannot require a certain GPA to gain or keep membership of the organization.
 - iii. Clubs must allow an equal opportunity for all members to access resources offered to and within the club, i.e. T-shirts, scholarships, and conferences.
- h. All clubs are required to submit (and update as needed) a registration form at the end of every semester.
- i. Any club that wishes to purchase t-shirts or branding items must gain approval for the design from the Club Committee and the Creative Services Manager of Marketing & PR, with the appropriate Moravian College Logo.
 - i. [Moravian College Style Guide](#)
- j. When purchasing t-shirts with your club's budget that you intend to sell, you must put money back into your account to cover the costs of the shirts before donating any money.
 - i. i.e. if you bought t-shirts for \$5 each for a total of \$500 and sold t-shirts for \$10 each and collected \$1000, you would need to deposit \$500 into your account to cover the costs of the shirt, and then have \$500 left to donate.
- k. Club Sports will be governed by the Club Sport Manual
 - i. Located at:
<https://www.moravian.edu/student-involvement/student-leader-resources>

Please sign below to indicate that you have read both the Finance and Club Rules

(Club President Signature)

Date _____

(Print Name)

(Club Advisor Signature)

Date _____

(Print Name)