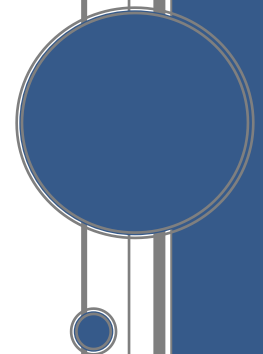




MORAVIAN COLLEGE

STUDENT ORGANIZATIONS HANDBOOK 2018-19

Moravian College



STUDENT ORGANIZATION HANDBOOK

A resource for club and organization leaders

Moravian College Mission Statement

Moravian College's liberal arts education prepares each individual for a reflective life, fulfilling careers, and transformative leadership in a world of change.



Moravian College offers a variety of clubs and opportunities to foster student engagement on campus. There are over 60 United Student Government (USG) recognized clubs and organizations. For more information about clubs and organizations, visit www.moravian.edu/student-involvement.

This handbook is designed to provide a resource to assist you in your role as a campus leader. You will find important College and USG policies and procedures pertaining to student clubs and organizations as well as valuable information to help you serve as an effective leader within your group and as a member of the College community.

QUESTIONS, COMMENTS, OR CONCERNS?

Please contact:

USG

Email: usg@moravian.edu

Sara Steinman, Director of Student Involvement

Office: 610-861-1493

Email: steinmans@moravian.edu

Moravian College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Sara Steinman, Director of Student Involvement, at 610-861-1493 or steinmans@moravian.edu

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ABOUT UNITED STUDENT GOVERNMENT (USG)

Mission

The representatives of the United Student Government (USG) of Moravian College, set their mission to:

- Be a voice between the student body, the faculty, and the administration of the College.
- Continue to change and uphold College policy and tradition.
- Provide governance and allocations to clubs and organizations.
- Promote and maintain an inclusive student body.
- Create sustainable relationships with community partners.

Members of USG serve either as elected representatives of the student body (President, Vice President, and representatives) or are appointed by the President and approved by the representatives). Elections occur in November of each academic year. Terms of office are served beginning in January each year.

The USG office is located in the Hauptert Union Building (HUB) next to the HUB desk. Students wishing to contact USG can stop by the office, send an email to usg@moravian.edu, visit the USG webpage at www.moravian.edu/usg, or contact any member of the organization.



CLUB RECOGNITION AND OPERATIONS

Students bring to the campus a variety of interests and develop many new ones as members of the College community. The College has established the following procedures by which full-time students may organize and join associations to promote their common interests and concerns.

All recognized clubs and organizations must embrace the values, mission, and philosophy of the College. Approval of student organizations by USG is recommended by the College.

The membership, policies, and actions of recognized student organizations may be determined by the vote of members who are staff or students of the College.

Affiliation of a student organization with an off-campus organization will not of itself qualify or disqualify a student organization from College recognition.

Campus organizations are required to have at least one active advisor who is a full-time member of the faculty or staff, generally of their own choosing, or who has been hired by the College (with the appropriate Vice President's approval) for the specific purpose of serving in this advising capacity. The advisors inform organizations of all matters pertaining to the group's operation and function, but they do not have unilateral control over policy, nor are they responsible for actions or omissions of the organization or its members. All campus organization advisors are asked to meet with the director of student involvement for individual or group training within the first term of their acceptance of this responsibility and periodically as deemed necessary thereafter.

Individuals without formal Moravian affiliation seeking to serve as secondary, off-campus advisors to student organizations are required to complete an application process with the relevant department of Student Affairs prior to beginning service. Service in such capacity is a privilege which shall be reevaluated annually or, should there be any circumstances of potential concern or conflict, at the most appropriate time.

Student organizations are required to submit a statement of purpose, criteria for membership, rules of procedure, and a roster of current officers and members, as well as other information deemed necessary concerning recognition of student organizations. All organizations other than social fraternities and sororities should submit such information to United Student Government (USG).

Recognized student organizations, including those affiliated with an off-campus organization, shall abide by all applicable federal, state, and local nondiscrimination laws in the establishment and administration of their membership policies and shall function in accordance with College policies, including, but not limited to, those pertaining to off-campus trips, event registration, and budget management. Recognition of student organizations by the College will be granted and maintained so long as the organization complies with College policies, regulations, and procedures concerning qualification.

MAINTAINING ACTIVE CLUB STATUS

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 six (6) members at all times
 - a. Official Member Requirements
 - i. Must attend at least 50% of club meetings
 - ii. Must attend at least one (1) club event per semester
- B. All clubs must have a President, Vice President, Secretary, and Treasurer. If club does not use these terms, they must have similar responsibilities.
- C. All clubs must meet a minimum of once per month
- D. All clubs must have a full time Moravian College faculty/staff advisor
 - a. The advisor must attend a minimum of two (2) meetings per semester
- E. Clubs must abide by their own constitution, as well as the USG constitution
- F. All club treasurers must attend a USG hosted Budget Information session each semester. If the treasurer cannot attend, clubs may send another representative
- G. All clubs are required to submit (and update as needed):
 - a. Club roster and Officers
 - b. Club constitution
 - c. Signed copy of the USG financial rules
 - d. Signed copy of the USG club rules
- H. Clubs are required to completed the USG Point System budget process

STARTING A NEW CLUB OR ORGANIZATION

Students interested in starting a new club or organization should follow the steps listed below to ensure success and appropriate recognition by the College and USG.

To be recognized by Moravian College and USG as a student club or organization, the club should register the organization by filling out the Club Application form found at www.moravian.edu/usg/clubs.

In order for your club or organization to reap the benefits of being chartered by USG – such as funding and programs – your club or organization must go through the necessary steps to obtain a charter.

- I. Identify 10 students interested in your club (you must have a minimum of 10 students, including yourself, in order to be a recognized club)
- II. Find an advisor
- III. Pick a President, Vice President, Secretary, and Treasurer from among your members
- IV. Write a Club constitution (see appendix for additional guidance)
- V. Fill out the New Club/Org application
- VI. Obtain all necessary signatures
- VII. Submit to USG for approval

FINANCIAL INFORMATION

ABOUT THE USG FINANCE COMMITTEE

The USG Treasurer and the Finance Committee are responsible for the distribution of the student activity fee. This includes the allocation and administration of club funding. The activities of the USG Treasurer and the USG Finance Committee are governed by the standing rules of the USG Finance Committee and operating practices of Moravian College.

The key roles and responsibilities of the USG Treasurer and the Finance Committee include the following:

- Allocation of the student activity fee
- Supervise the administration of club/organization accounts
- Handle discretionary fund requests

HOW ARE USG FUNDS ALLOCATED?

USG has two classifications for funding student clubs and organizations: point system clubs and exempt clubs

Point System Clubs

Exempt Clubs

ELIGIBILITY FOR ANNUAL FUNDING

1. Only clubs in active standing are eligible to earn funds through USG
2. All clubs must submit an annual USG budget request (see below)

USG FINANCIAL RULES

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. Travel expenses for a majority of club members may be presented to the governing body for approval
- c. Conferences/Camps/Clinics

Allocations will **not** be made for the following:

- a. Personal loans to an individual
- 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 organization 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. Fundraisers*

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

ANNUAL CLUB/ORGANIZATION BUDGET REQUEST PROCESS (Spring only)

The annual club/organization budget request process (spring) is the primary mechanism for clubs and organizations to receive funding from USG. Only clubs and organizations chartered by USG may request funding during this process. The general outline for this process is as follows:

- Attend a budget information session hosted by USG
- Submit budget request (exempt clubs)
- Submit points system budget document
- USG Treasurer and Financial Committee reviews all requests
- Treasurer and Financial Committee submit budget proposal to the full governing body for approval
- USG reviews and votes on the full budget

DISCRETIONARY FUND REQUESTS (Ongoing process)

A discretionary fund shall be maintained by the USG Treasurer to address the special and unique funding needs of chartered clubs and other organizations which are recognized by the College. The discretionary fund is not to be used as a tool for holding annual events or activities, but rather as a supplement to an organization's budget in the event that a special circumstance presents itself. A pool of funds will be made available at the start of each semester and will be allocated when available on a first come, first serve basis on the individual merit of the request.

The process for Discretionary Funding is as follows:

- Prepare a detailed request for your activity and submit it electronically to usg@moravian.edu. Requesting groups should allow at least two weeks for USG to approve all requests.
- The USG Treasurer will notify requesting organization of request status.
- Upon completion of the event or activity which has been funded by the Discretionary Fund, the organizing club must do the following:
 - Complete and submit a feedback form, available on the USG website within 72 hours of the event.

Additional information regarding Discretionary Fund requests is included below:

- Except in pressing circumstances, no money will be allocated for “after the fact” funding. All “after the fact” funding must be directed first to the USG Treasurer, who, at his/her discretion can issue it to the Finance Committee for discussion.

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. USG 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. USG 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.

PROCESSING VOUCHERS – CHECKS, CASH ADVANCES, & REIMBURSEMENTS

Any club seeking access to their budget funds must complete a USG check request/reimbursement voucher (found at www.moravian.edu/usg) and submit to USG office for approval. Advisors must sign off on the voucher **prior** to purchase to ensure adequate funding is available.

Vouchers are delivered once per week to the Business office every Tuesday at 4pm.

Checks

If your club or organization needs a check issued for a vendor/speaker/etc., you must complete a voucher and submit to USG. A copy of the invoice and a W9 must be provided in order for the voucher to be processed.

Cash Advances

Clubs and organizations seeking a cash advance (taking out money from their account to cover the costs of club expenses prior to purchase) must complete a voucher and submit to USG for approval. Please note: cash advance requests may not exceed \$100.

All receipts from items purchased with cash advance funds must be turned into the Cashier’s Office (1st floor of Colonial Hall), no later than 2 weeks after advanced is issued.

Reimbursements

If an individual pays out of pocket for a club expense, a voucher must be completed and submitted to USG in order to get reimbursed. All receipts must be attached to the voucher in order for it to be processed. Please note: All reimbursements under \$100 are returned by cash. Cash will not be sent through the mail and requires the student to pick up reimbursement at the Cashier’s Office (1st floor of Colonial Hall).

PLANNING ON CAMPUS EVENTS

Recognized student groups are able to request space and host internal meetings and events for the campus community.

Below is a step-by-step guide for hosting an internal event or visit [Moravian College Event Management](#) for more details:

STEP ONE: Request Rooms & Spaces

Requests should be submitted to through the [Space Administrator](#).

- Meeting space must be scheduled at least 3 business days in advance.
- Event space must be scheduled at least 21 business days in advance.

Most meeting rooms and event spaces may be requested up to 375 days in advance. However, classroom availability is not confirmed until the first week of each semester and athletic facility availability is based on NCAA and student athlete schedules.

When requesting a space, be sure to indicate the following:

- Event Requestor's Contact Information
- Event Name, Date, and Times
- Setup and Breakdown Times (Meetings require no setup or breakdown)
- Anticipated attendance (Events hosted during normal business hours that anticipate more than 50 non-Moravian attendees should contact the Office of Housing & Event Management and Campus Police)
- Desired Campus, Building(s), Room(s)
- Catering, special setups, and/or media needs

Events with Catering/Special Setups MUST add the following amount of time to the requested event, in order to account for setup and breakdown.

- Classroom or Meeting Room: Add 30 minutes to the start and 30 minutes to the end of your scheduled event time(s).
- Athletic, Dining, or Outdoor Space: Add 2 hours to the start and 1 hour to the end of your scheduled event time(s). Additional setup time may be required based on event size and demands. Please coordinate with the Space Administrator and FMPC for large scale events.

The space request will be reviewed by the [Space Administrator](#) to let you know if your request was approved or if there are any conflicts.

The event requestor is responsible for notifying the [Space Administrator](#) of a change of meeting, location, and/or time at least 3 days before the event.

STEP TWO: Submit Setup Needs

Facilities Management, Planning, and Construction (FMPC) are responsible for the setup and breakdown of meetings and events on campus.

Event Setup requests should be submitted at least 21 business days in advance:

- HUB Event setups should be indicated on your event request form; HUB staff will coordinate your setup needs with FMPC.
- South Campus setups should be communicated directly with Blair Flintom; he will coordinate your setup needs with FMPC.
- All other campus event setups should be submitted online via [SchoolDude](#).

Internal and external events requiring FMPC support on weekdays after 4 PM or on weekends, may be subject to charges for labor/overtime.

The event requestor is responsible for notifying FMPC/ Space Administrator of a change of meeting, location, and/or time at least 3 days before the event.

If items are requested that the College does not own, they will be ordered from a rental company at the expense of the Event Requestor.

STEP THREE: Contact Catering Services

Sodexo provides all catering needs for internal and external events hosted at Moravian.

Food service and linen needs should be made directly with [Catering Service](#) at least 7 business days in advance.

Final food needs and headcount should be confirmed between 4 and 7 business days before the event.

The event requestor is responsible for notifying Catering Services of a change of meeting, location, and/or time at least 3 days before the event.

STEP FOUR: Request Media Services

Media Services is responsible for providing technology and technical support for events hosted at Moravian College.

Media Services can best serve the community when requests are submitted via [AMOS](#) in advance.

- For technology for meetings: submit 7 business days in advance.
- For technology for events: submit 21 business days in advance.
- For technical support/labor: submit 21 business days in advance, in order to schedule staff.

Internal and external events requiring Media Service support on weekdays after 4 PM or on weekends may be subject to overtime labor charges.

Media playing at events (slideshows, music, timeline) are available and are most successful when discussed 7 business days in advance.

The event requestor is responsible for notifying Media Services of a change of meeting, location, and/or time at least 3 days before the event.

If items are requested that the College does not own, they will be ordered from a rental company at the expense of the Event Requestor.

STEP FIVE: Schedule Parking & Security

[Campus Police](#) is responsible for maintaining a safe and pleasant environment for the campus community. Officers assist in event management particularly when it involves parking and security issues.

Contact Campus Police to make arrangements for traffic control and parking needs at least 7 business days in advance.

If on-site security staff is requested, 2 weeks notice is needed to schedule Officers and/or Private Security who may be requested to assist with the event.

STEP SIX: Request Transportation

If College transportation is required, requests should be made 2 weeks in advance to schedule drivers and reserves buses and/or vans. Requests for transportation should be directed to [FMPC](#) 610-861-1550.

If transportation services are cancelled less than 2 hours prior to event, event sponsor will be billed for 2 hours driver time.

STEP SEVEN: Advertising

The [Campus Events Calendar](#) is a place for public-facing events. Community members, alumni, parents, friends of the College, faculty, staff, and students all refer to this calendar to stay on top of what's going on at the College.

Events NOT appropriate for the [Campus Events Calendar](#) calendar include: department meetings, club meetings, private activities, or anything of an internal nature.

Event planners seeking to publicize on the [Campus Events Calendar](#) should contact their [Web Content Manager](#).

To advertise on the plasma displays, submit a PowerPoint slide to Marketing & Communications at digitalsignage@moravian.edu.

All advertisement/communication for events hosted at the College must include the following statement:

- **Graphical Flyer/Poster** (including email): Moravian College encourages persons with disabilities to participate in its programs. If you anticipate needing any type of

accommodation or have questions about the physical access provided, please contact the sponsoring organization/department at least one week prior to the event.

- **Written Publication** (ie; press release): Moravian College seeks to provide an accessible and hospitable learning and working environment for all, while ensuring full compliance with federal and state regulations. Our community welcomes and encourages persons with disabilities to participate in our programs and activities as faculty, staff, students, and as visitors to the College. If you anticipate needing any type of accommodation or have questions about the physical access provided for an event on our campus, please contact the event sponsor at least two weeks in advance of the event.

For information regarding professional photography and graphic design needs, contact [Marketing & Communications](#).

EVENT RESOURCES & POLICIES

Visit [Moravian College Event Management](#) for the most up-to-date information.

Advertising & ADA Statements

All advertisement/communication for events hosted at Moravian College must include the following statement:

- **Graphical Flyer/Poster** (including email): Moravian College encourages persons with disabilities to participate in its programs. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact the sponsoring organization/department at least one week prior to the event.
- **Written Publication** (ie; press release): Moravian College seeks to provide an accessible and hospitable learning and working environment for all, while ensuring full compliance with federal and state regulations. Our community welcomes and encourages persons with disabilities to participate in our programs and activities as faculty, staff, students, and as visitors to the College. If you anticipate needing any type of accommodation or have questions about the physical access provided for an event on our campus, please contact the event sponsor at least two weeks in advance of the event.

Doghouse Usage Policy

The “Doghouse” is a community programming space located on the lower level of Zinzendorf Hall, that is managed by the Office of Housing & Event Management and the Office of Student Involvement. The space is intended to be shared by the Moravian community to host programs that are open and accessible to all. The space is also available for external groups/individuals to host private events.

[View Full Doghouse Usage Policy](#)

Events with Minors & Pennsylvania Act 153

Event host must ensure proof of the mandated clearances for all those involved with the event (paid employees and/or volunteers), which include:

- Pennsylvania State Police Criminal History Record Information,
- Child Abuse History to determine if the person is named as a perpetrator of an indicated or founded child abuse report, and
- Federal Criminal History Background Check (FBI check with submission of fingerprints)

[Learn more about PA Act 153 and obtaining clearances.](#)

Food & Catering Policy

Sodexo Dining Services has the first right of refusal for all catering needs on the College property. If the event host elects to bring in catering or food from an alternative vendor, without written consent from the College, the Purchaser may be subject to fines or additional fees.

HUB Decorating

- Groups seeking to decorate the HUB for events must complete the [HUB Decoration & Storage request form](#) at least 3 days in advance. If approved, groups can decorate the specified part of the HUB for up to 7 days.
- Window paint and chalk is available at the HUB Desk.

HUB Posting Policy

- Individuals seeking to hang posters/flyers in the HUB should bring no more than 3 copies to the HUB Desk. All posters/flyers must be approved and hung up by the HUB Managers.
- Posters/flyers will only be posted on the bulletin boards or designated poster holders around the HUB, not on windows or walls.

Printing & Copying

Recognized student clubs and organizations can make copies at the Duplicating Center or at the HUB Desk (up to 50 copies per project).

All Campus Emails

If a club/organization would like to send out an all campus email they must do so through their advisor. Faculty and staff advisors have the ability to send all campus emails on behalf of their club.

Fundraising Policy

Fundraising forms must be submitted [online](#) to the director of Civic Engagement at least one week prior to the anticipated date. Advisors, coaches, and sponsors are ineligible for any prizes associated with a raffle sponsored by their organization or team. Members of the organization and their families, however, are eligible for prizes. Prizes must be confined to specific items or gift certificates. Cash prizes will be approved only in special circumstances. Prizes involving any form of alcoholic beverages are not permitted. The second part of the process requires the representative to declare how much was raised/sold and how those funds will be donated or utilized. Please visit the [Moravian College Handbook](#) for a complete overview of the Fundraising Policy.

Contracts – General Policy

In some instances, clubs and organizations organize events that require contracts. It is imperative that clubs be aware of the binding nature of contracts. In most cases, the majority of the risk/liability is the burden of the club organizing the event (and the College). Be sure to research the agency/individual in which you wish to enter into a contract with. All contracts should be read by the club advisor.

****All contracts must be submitted to the Vice President of Finance and Administration for review and approval. Contracts should be emailed to Gloria Guth, Executive Admin. Assistant to the VP of Finance and Administration.** The contract should be sent at least one week prior to the date the contract needs to be signed.

Note that during the review process, changes to the contract may be requested by the reviewer. These changes will be made in an effort to limit the risk/liability for the club, and must be adopted. Any group not following this policy must understand that they cannot hold the College liable for any damages and/or losses. Additionally, the club may not be able to conduct the event if these procedures are not followed.

Film Viewing

Individuals or groups showing a film in the HUB or any other public space on campus will be asked to provide proof that you have obtained permission (the “rights”) to show it. Copyright infringement is a serious offense under the law, and is also the equivalent of stealing from a film distributor. While it is important to abide by the law, it is also important that your organization represents itself well by doing the right thing – getting permission to show the film. As a club or organization, you are expected to behave in a manner consistent with College policies, and state, local, and federal law. Should you or your organization be caught breaking copyright law, the College will not provide any kind of protection from your group’s liability under the law.

Getting Permission

Clubs and organizations must obtain permission in each of the following situations:

- Any time you show a film in the HUB, PPHAC, Comenius, or any other public College space
- If you have used publicity to invite your audience to the showing (this includes but is not limited to mass emails, flyers/posters, and web postings).
- If you are charging admission for the showing or an event in conjunction with the showing (charging for a lecture that will accompany the film, for example).
- You need permission even if the film showing is for educational purposes.

In order to get permission to show a film on campus, follow the steps outlined below:

1. Contact a film distributor
 - a. SWANK Motion Pictures, Incorporated – the website for this company is www.swank.com, and the phone number is 1-800-876-5577. The list of films they distribute is on their webpage, but they add new films daily.
 - b. If you need assistance with obtaining permission, please contact Sara Steinman, Director of Student Involvement.
2. Find out costs for the film you wish to show and verify that you have enough funding to cover costs.
3. Be sure to give yourself at least 2 weeks prior to screening to receive the film in the mail.
4. After your film screening event, return film promptly.

Alcohol Policy

From the Student Handbook

No alcoholic beverages may be purchased for use by students with institutional funds, student organization funds, organization or club dues, or assessments of organization members.

The possession or use of materials that promote irresponsible and high-risk consumption of alcohol (e.g., kegs, funnels, pong tables) is strictly prohibited.

Alcohol shall not be present or utilized at any membership recruitment or new member activity of any student organization.

No student organization, group, or living unit may co-sponsor an on-campus event with an alcohol distributor or establishment, at which alcohol is given away, sold, provided, or promoted to those present.

Student organizations holding social events off campus (at hotels, banquet halls, etc.) where alcohol will be served shall utilize a cash-bar system.

Catering & Dining Services

- Sodexo provides all catering needs for internal and external events hosted at Moravian.
- Catering requests should be submitted at least **7 business days** in advance.

- When requesting space(s) for an event with catering, you **MUST** add the following amount of time to request, to account for setup and breakdown.
 - Classroom or Meeting Room: Add 30 minutes to the start and 30 minutes to the end of your scheduled event time(s).
 - Athletic, Dining, or Outdoor Space: Add 2 hours to the start and 1 hour to the end of your scheduled event time(s). Additional setup time may be required based on event size and demands. Please coordinate with the space administrator and FMPC for large scale events.
- Final food needs and headcount should be confirmed between **4-7 business days** before the event.
- The event requestor is responsible for notifying Catering Services of a change of meeting, location, and time at least **3 days before** the event. If you do not contact Catering Services about changes or cancellations, you may be subject to paying the invoice bill for the event regardless.
- Catering Services can be contacted at catering@moravian.edu and the Catering Guide can be found [here](#).

Off-Campus Trips – General Policy

Many clubs and organizations seek the opportunity to organize off-campus trips. Any time off-campus travel is involved as a part of the club's activities, there is an increased liability due to the possibility of travel accidents and/or injuries at off campus sites. While off-campus trips can be enriching they must be planned carefully and with must consideration to details. It is important to note that when a club travels off campus they are representing Moravian College and should act accordingly. Note that students must adhere to the Code of Conduct (as detailed in the Moravian College Student Handbook) during off-campus trips. It is recommended that a group's advisor be present for the trip. In addition, only Moravian College students and faculty/staff of the College are allowed to participate in an off-campus trip organized by the club.

There are three documents that will need to be completed for off-campus trips which can be found at www.moravian.edu/student-involvement.

1. All off-campus trips must complete a "trip information form" and submit it to your advisor at least 48 hours before departure. Completion of this form includes attaching a roster of participants.
2. Each participant of the off-campus trip must read and sign the "Statement of Informed Risks" form. All completed forms must be submitted to the club advisor at least 48 hours prior to the trip. No students will be allowed to participate in an off-campus trip unless required forms are signed and submitted in the appropriate time frame.
3. If students are using personal vehicles to travel to/from the location of the off-campus trip, each student driver must complete the "Personal Vehicle Travel Waiver"

For more information, contact Sara Steinman at steinmans@moravian.edu

ADDITIONAL RESOURCES FOR STUDENT LEADERS

WRITING A CONSTITUTION

A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Essentially, the constitution provides a foundation upon which an organization operates. All clubs and organizations that intend on having an annual budget from USG should submit a constitution to USG.

What should be included in the constitution?

- A constitution should provide the structure for an organization, describe its purpose, and define the duties and responsibilities of the officers and members. The objective is to create a document that covers these topics in a simple, clear, and concise manner.
- Since your constitution should be tailored to the needs of your organization, you may wish to include additional articles or use a different structure. However, the basic information outlined below should be included:

Article I Name

- State the name of the organization. “The name of this organization shall be (insert name).”

Article II Purpose and Goals

- Section one – provide a general statement about the purpose and goals of the organization, as well as the type and scope of the organizations activities
- Section two – a sentence or two stating that the organization abides by and supports Moravian College policies as well as local, state, and federal laws.

Article III Membership

- Provide a general statement about membership eligibility, standards, and requirements. Note: student organizations are required to be non-discriminatory in membership unless otherwise permitted by applicable federal law. As such, you should review your constitution to ensure that it does not contain discriminatory language or provisions.
- Example of membership requirement – “As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by ½ vote of officers plus ¾ vote of general membership if actions are deemed inappropriate by membership.”

Article IV Officers

- In sections under this article; list the titles of officers, qualifications for each office, the method, time, and process of selection, and term of office.

Article V Duties of Officers

- The duties, powers, and responsibilities of each officer as well as procedures for removal from office and filling vacancies should also be outlined here.

Article VI Amendments and Ratifications

- This article should explain how constitutional amendments may be made, as well as the procedure for adopting this constitution and any future amendments. At a minimum, your constitution must be voted on and approved by the general membership of your organization.

What are Bylaws?

Bylaws are secondary principles that govern the internal affairs of an organization. Bylaws are essentially an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently.

Why should I have Bylaws?

Student organizations are not required to have bylaws, but may find them helpful to the organization's operations. The constitution covers the fundamental principles but does not provide specific procedures for operating your organization. Bylaws should set forth in detail the procedures your group must follow to conduct business in an orderly manner.

What should I include in my bylaws?

Bylaws must not contradict provisions in the constitution. They generally contain, as needed, more specific information on the topics outlines below:

- Membership –should discuss and detail the various aspects of membership that may be applicable: membership selection process, types of membership, and procedures for disciplining and/or removing members.
- Officers –should discuss officer selection process, duties, powers, responsibilities, and procedures for removal from office and filling vacancies.
- Committees –should discuss and detail standing and special committees (formation, selection, powers, and duties) and the executive committee (membership, powers, and duties) along with the roles and responsibilities of committee chairs.
- Meetings –should discuss types of meetings, how and when they occur, requirement for notice, attendance, and quorum, meeting format, and parliamentary rule of order.
- Financial Procedures –should discuss and detail dues, initiation fees, fines, collection procedures, and other financial procedures (including budgets and expenditures).
- Amendment Procedures – should discuss the procedure for amending the bylaws (means of proposals, notice required, voting requirements, etc.). Other specific policies and procedures unique to your organization that may be necessary for its operation should also be included.

RUNNING AN EFFECTIVE MEETING

Before the Meeting

1. Define the purpose of the meeting. If you can't find a purpose, don't meet!
2. Develop a meeting agenda:
 - a. Approval of previous meeting minutes
 - b. Announcements
 - c. Unfinished business
 - d. New business
 - e. Special issues
 - f. Open discussion
3. Distribute the agenda prior to the meeting so members can come prepared.
4. Choose an appropriate meeting time. Set a time limit and stick to it.
5. Arrange the room so that members are facing each other.
6. Be sure everyone knows where and when the meeting will be held; if possible, hold meetings at the same time and place each time for consistency.

During the Meeting

1. Greet members and make them feel welcome.
2. Start on time and end on time.
3. Stick to the agenda.
4. Encourage discussion and feedback. Members need to see that their input is important. If the meeting will not involve any member interaction or discussion, then you might consider replacing the meeting with a memorandum.
5. Keep the conversation on topic.
6. Keep minutes of the meeting (secretary)
7. The leader should be a role model by listening and showing interest, appreciation, and confidence in the members.
8. Set a date, time, and place for the next meeting.

After the Meeting

1. Send meeting minutes to members and advisors
2. Recap group discussion and next steps for action items

RECRUITING NEW MEMBERS

Whether it is the beginning of the year or the middle of your major event, now is the time to recruit! An organization can always use new ideas and energy.

Before beginning your recruitment process:

- Your organization must identify the needs of the people you are trying to recruit and identify why those students might want to join. Keep in mind what current group members need while you attempt to earn the loyalty, commitment, and energy of new members.

Group members need:

- To have a sense of belonging
- To share in planning the group's activities
- To know that the goals are within reach and align with the group mission
- To feel that what they are doing has real purpose
- To feel that the value of their contributions extends beyond personal gain
- To know what is expected of them and to be kept informed
- To have responsibilities that challenge and contribute toward reaching goals

Recruitment Techniques:

- Attend the Club Fair held at the beginning of each semester
- Personal contact/word of mouth – people are more likely to get involved if a friend or neighbor personally asks them to get involved.
- Set up a series of informational meetings or information tables in the HUB
- At your next event – make announcements and have an information table with a sign-up sheet for potential members.
- Recruit within the publicity of your event – on your advertisement, add a line, “if you are interested in helping plan our next event, contact...”
- Announcement – send information to your target population with posters, emails, or messages through social media
- Reach out to Moravian College faculty and staff who will encounter students searching for involvement – residence halls, career and civic engagement, academic departments
- Ask each current member to bring a friend to your next meeting

PROGRAMMING AT A GLANCE

How to plan a successful program:

1. Identify your audience and their interests
2. Decide on the goal of the program
3. What is the best means to reach your goal
4. Develop and event and title
5. Develop a budget for your event

General Guidelines:

- Document everything, both to protect your organization and to make certain that records are correct.
- Before your organization begins planning, make sure that there are funds available to cover the costs of the event.

Program Planning Checklist:

Six weeks away:

- _____ Check the College calendar to avoid conflicts (HUB desk)
- _____ Reserve event space with appropriate space administrator (HUB)
- _____ Develop budget
- _____ Consider co-sponsoring with other organizations or departments
- _____ Review any contracts (must be signed by VP of Finance & Administration)
- _____ Contact campus services that are needed (Facilities, media services, etc.)
- _____ Plan promotional campaign

Four weeks away:

- _____ Begin preparing publicity and planning distribution
- _____ Arrange event procedures during event
- _____ Arrange clean-up procedures
- _____ Create a list of volunteers

Ten days away:

- _____ Check distribution of publicity
- _____ Confirm set-up time and needs
- _____ Confirm catering
- _____ Confirm payment
- _____ Confirm volunteer schedule
- _____ Develop signs for the day of the event
- _____ Contact performer for arrival information and final details

Day of event:

- _____ Confirm you have payment check
- _____ Perform sound/equipment checks (media)
- _____ Double check set up
- _____ Don't forget to clean up after the event and take down publicity

One week after event:

- _____ Send thank you notes
- _____ Verify that all expenses have been paid and processed
- _____ Fill out program evaluation

FUNDRAISING IDEAS

The following are ideas for creative fundraising projects for your club or organization. This list just touches the surface of all the many projects available to raise money. Be creative and do some great brainstorming for other ideas. PLEASE NOTE: You must complete a [fundraising request form](#) prior to all fundraisers in order to get approval.

- Bake sale
- Recycling drive
- Rummage sale
- Road race (5k)
- Talent show
- Pig roast
- Paper airplane contest
- Spaghetti dinner
- candy sale
- Decathlon
- Best beard contest
- car wash
- Dine and donate

Here are some more ideas...

- Sell candy candy at holiday time
- Sell stadium seat cushions
- Sell buttons with school spirit slogans
- Pool/board game/bowling tournament
- Sell flowers for special occasions
- Film festival
- Pancake breakfast
- Pie auction (bid for privilege of throwing pie into another person's face)
- Sell small throw pillows with name of your organization

STUDENT ORGANIZATION OFFICER ROLES

All clubs must have a President, Vice President, Treasurer, and Secretary. If an organization does not use these terms, they must have similar responsibilities.

Each student organization writes its own constitution and bylaws, which should outline the basic role of each officer. It is solely up to the members of the organization to assign responsibilities to officers. This document reviews some possible position responsibilities and is intended to assist in constitution development or revision.

Although the organization constitution lists some specific position responsibilities, each officer should have the freedom to personalize his/her position based on individual skills and interests. However, a good officer never forgets what the basic responsibilities are.

Role of the President

Some potential responsibilities are:

- Presides at all meetings of the organization
- Calls special meetings of the organization
- Creates meeting agendas
- Schedules activities of the organization and completes appropriate facilities requests for activities
- Appoints committee chair people
- Attends required student organization meetings
- Represents organization at official functions
- Maintains contact with organization advisor
- Maintains contact with affiliated department (if applicable)
- Remains fair and impartial during decision making processes
- Votes in cases where there is a tie
- Coordinates organization elections
- Plans officer's orientation and organizational retreats

Role of the Vice President

Some potential responsibilities are:

- Assume the duties of the President as needed
- Serve as an ex-officio member of standing committees
- Coordinates organizational recruitment efforts
- Represents organization at official functions
- Remains fair and impartial during decision making processes
- Coordinates organization elections
- Assists with planning of officer's orientation and organizational retreats

Role of the Secretary

Some potential responsibilities are:

- Keeps a record of all members of the organization
- Keeps a record of all activities of the organization
- Keeps and distributes minutes of each meeting
- Helps to create and distributes agendas for each meeting
- Notifies all members of meetings
- Prepares calendar of events for the organization
- Represents organization at official functions
- Remains fair and impartial during decision making processes
- Coordinates organization elections

Role of the Treasurer

Some potential responsibilities are:

- Keeps all financial records of the organization
- Attends mandatory budget information sessions
- Pays organization invoices
- Prepares and submits all financial reports to members
- Prepares annual budget
- Prepares all budget requests for funds
- Understands USG budget and funding process
- Coordinates fundraising efforts
- Represents organization at official functions
- Remains fair and impartial during decision making processes
- Coordinates organization elections

Other possible positions:

Parliamentarian, Activities Director, Recruitment Director, Public Relations/Marketing Director, Community Service Director