

USG By-Laws

Amendments to this document require a majority vote of those present in USG.
Written by Matt Geary (USG President 2018)

United Student Government Election Rules:

1. Anyone can be eligible to run for USG as long as they are a part-time or full-time, undergraduate student.
2. A President, Vice President and 14 Representatives will be elected by popular election.
3. All members will serve from January 1st to December 31st including an overlap period that includes voting powers for training the incoming members of the incoming term after the swearing in of the incoming USG members.
4. The rules for running a fair and just USG election will be outlined in the “USG Election Rules and Form” supplement document.

United Student Government Presidential and Vice Presidential Duties:

1. The elected Vice President will lead one of the committees and also will lead in the President’s absence. They will henceforth be named the Executive Vice President.
2. The President will appoint the other three Vice Presidents from either outside USG or from the elected representatives.
 - a. Any appointments to USG from outside USG needs to be confirmed by a majority present vote of the USG body that the appointment will take place in.
3. The President has the sole authority to remove an appointed Vice President from their Cabinet. The removed individual can be appointed as a Representative if a vacancy is present.
4. The President will oversee the Executive Vice President and Vice Presidents and advise them in direction and goal setting.
5. The President will facilitate all voting processes within USG.
 - a. Voting Clause
 - i. Voting can be conducted when not in session, all votes that are conducted not in session must be recorded in regular meeting minutes.
 - ii. Motions must be brought to the body by a member of USG and then seconded by a member of USG and then passed with a majority present vote.
 - iii. President may not hold voting power unless a tie presents itself.
 - iv. The Advisor will recount all closed votes to ensure accuracy.
 - v. All motions will be passed by a majority of present members vote.
6. The President and Executive Vice President will coordinate a Winter and Summer retreat to ensure a productive USG.
 - a. All members of USG must attend retreat unless extenuating circumstances present itself and must be cleared by the President and Advisor.

7. If a vacancy presents itself in USG, the President has authority to appoint an additional member pending a majority present vote referenced in 2a.
8. Setting the agenda for all USG meetings
9. 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.
10. Organizes each representative's committee placement at first semester.
11. The President shall be required to maintain a seat on the College's President's Council and regular meetings with their Cabinet (Vice Presidents), Director of Student Involvement, and Dean of Students.
12. The President and Executive Vice President will be in charge of any impeachment motions, resignations and managing the Strike System in the governing body.
 - a. An impeachment motion may only be brought to the group through a member of the current USG and must be seconded under the same circumstances. A closed vote will commence and needs majority present to pass. The impeached official will no longer be considered a USG member and will remove themselves from USG.
13. If the President is removed from USG the Executive Vice President will fill the position and responsibilities and make the necessary appointments due to the vacancies.

United Student Government Strike System:

Members of USG will be removed if they accumulate three strikes. It is at the President's discretion to determine the validity of each strike. When a member accumulates 3 strikes the removal must be brought to the whole group excluding the member in question to ensure just removal.

1. Attendance infractions result in one strike:
 - a. A member can miss/leave early from/show up late (10 minutes past start time) to 3 USG related meetings throughout their term, once three absences have occurred that member will incur a strike for every missed meeting after. If the President was not notified in advance of the absence this will result in an automatic strike.
2. Correspondence infractions result in one strike:
 - a. Failing to respond to an email or a groupme or text message from another USG member or advisor within 24 hours or by the deadline given.
 - i. These messages must be marked as "important" in the beginning of the message and must be of reasonable relevance to the governing body. All "Important" messages can only be sent out by the Vice Presidents and President.
 - b. Failing to withhold from voting on a matter where there is a conflict of interest. A conflict of interest involves rostered members of the organization in question.
3. Executive infractions result in one strike:
 - a. Any other issue deemed fit by the President and Advisor.
 - b. Members of USG will not use technology in USG meetings unless work related.

- c. Use of outright insults, slights, and/or hate speech during USG meetings/events.
 - d. Use of college/USG property for personal gain.
- 4. Action infractions result in one strike, the validity of an action infraction will be determined through a review from the President's Cabinet:
 - a. Failure to effectively lead assigned committee
 - i. Not holding committee meetings bi-weekly and setting goals.
 - b. Failure to follow through on promised action
- 5. Expungement
 - a. Any amount of strikes may be expunged if they pass by a vote within USG.

United Student Government Meeting Conduct:

- 1. General Meetings occur once a week and will consist of all members of USG.
 - a. Time, Place, and day will be decided by President/Advisor/Dean of Students
 - i. Tuesdays from 4-6 are in historic preference due to the importance of a consistent meeting time.
 - b. General meetings will consist of:
 - i. Guests
 - 1. All members of Moravian College are welcome to the General Meeting.
 - 2. All guests have the right to speak during a meeting to the same amount as time allotted for an Update Item unless extenuating circumstances are approved by the body by a $\frac{2}{3}$ present vote.
 - ii. Discretionary Requests
 - 1. Discretionary funds may be requested by any and all Moravian College personnel for the purpose of enacting and/or encouraging student involvement. Discretionary funds may not be requested and/or granted for the purposes identified in the financial rules, and in addition the following purposes; Academic Textbooks, Personal Trips/Gains, and College gains that lack a direct perceived correlation with student involvement. Must be passed by a vote.
 - 2. *If a person has a conflict of interest/involved with the discretionary request in any way, the entire vote will have to be done in person and not through any means of electronic communication, including GroupMe or Email.*
 - iii. Voting Items
 - iv. Update Items
 - 1. Each Committee will have five minutes to explain and update the council on former, current, and future projects.
 - a. If a member would like to discuss an update item then it will be put on the following week's agenda for discussion

or put on the discussion agenda for the same meeting if time permits.

v. Announcements

1. Allotted time for the President to provide updates and announcements that will benefit USG.

vi. Discussion Items:

1. Any member may request time for a discussion topic and discussion shall commence and allow for all members of USG to have the opportunity to give constructive input.

United Student Government Committee Structure:

The President will oversee the following 4 committees, each committee will be led by the respective Vice President. The Vice President of each committee will set the goals, agenda, and planning of their committee. The committees are in no particular order.

1. Club and Events

- a. The Club Committee handles everything revolving around USG funded clubs and organizations on campus and create a holistic approach to facilitating club participation across campus. This includes, but is not limited to: chartering new clubs, managing rosters and constitutions, keeping up to date documents from club leaders and advisors each semester, managing club liaisons, and handling the events related to clubs. The C.C. must work in conjunction with the Finance Committee to determine what clubs are inactive that are subject to deactivation. The C.C. will serve to divide the responsibility of being liaisons to the clubs within itself so that every member of the C.C. can better track the lines of communication between clubs and USG.

2. Finance

- a. The Finance Committee (F.C.) will maintain accurate, up-to-date financial records for both internal (USG) and external (club) budgets. The committee will be responsible for planning and executing two (2) Budget Information Sessions (BIS) a semester. They will also prepare a budget proposal to be thoroughly presented and explained to the governing body at the beginning of the fall semester for approval. The F.C. will report any relevant finance activities to the body at weekly meetings. This committee will also facilitate the annual budget formation and passage. The F.C. will be responsible for producing a presentation to keep President's Council updated with USG finances. The F.C. will reorganize the budget monthly during the term to ensure proper allocations with incoming funds.

3. Operations and Outreach

- a. This committee will facilitate all internal affairs and keep the governing body running as efficiently as possible. This committee will also handle managing

College Governance Committees, secretarial duties, strike system and the USG email account. This committee will strive to use established outlets on campus to disseminate information to the student body.

- b. Communications Clause
 - a. Any email that is sent out to all students must be proofread by the Advisor.
- 4. Infrastructure
 - a. This committee will create the proposals that are directly related to infrastructure and facility changes as well as improving aspects of the physical nature on campus. This committee will poll and gauge the student body for possible avenues to pursue and create options in the spring semester. During Summer Retreat, this committee will pitch the options in the form of proposals with the prices included. The governing body will vote on which ones to fund and to what extent. After which, the selected proposals will be vetted by President's Council and submitted to facilities.

Oath of Office:

"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."