



**United Student Government**  
**Sanctioned Club & Finance Rules**

**Adopted by the Governing Body:**

**January 28th, 2020**

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## **Statement of Purpose**

The United Student Government (USG) strives to allocate funds in alignment with the organization's mission of improving the student experience and promoting inclusivity in clubs. The following rules serve as the governing document for all USG Sanctioned Clubs. If a club is found in violation of these rules, they will be considered non-compliant, as well as subjected to a deactivation vote in front of the governing body. The United Student Government body reserves the right to revoke a club charter or budget at any point in time. Clubs must abide by Moravian University standards, USG standards, and exemplify appropriate behavior at all times.

## **General Club Rules**

### **Section I - Executive Board**

All clubs are required to have an executive board, composed of a President, Vice President, and Treasurer. These positions cannot be held by the same person. If an organization does not use these terms, they must have similar responsibilities. In order to be an executive board member, an individual must be an undergraduate student and pay the Moravian University Comprehensive Fee (USG / MAC / Etc.) in full.

Each student organization writes its own constitution and bylaws, collaboratively with the executive board. The document 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 their 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- an expert in interpreting and applying the “Rules of Order” for meetings.

Activities Director- plan and oversee recreational events and programs held by the organization.

Recruitment Director- plans, develops, and directs recruitment processes and programs.

Public Relations/Marketing Director- manages the creation of marketing messages that positively raise the image of the organization.

Community Service Director- Plan, direct, or coordinate the services activities, program or community outreach.

### **Section II - Membership & Inclusivity**

At all times, a club must retain a minimum of six (6) members. Participation in a club must be open to any student from the Moravian University Community.

No undergraduate student that pays the student activity fee in full may not be excluded from joining clubs under any circumstances. No clubs may:

- charge membership fees or dues.
- require members to maintain a certain GPA.
- judge on the basis of race, ethnicity, religion, sexual orientation, gender, etc.

Resources - Clubs must allow an equal opportunity for all members to access resources offered to and within the club. Resources may include but are not limited to: T-shirts, Scholarships, and Conferences.

Events - Any event hosted by a club, that utilizes club funds, cannot require Moravian University students to pay a fee for entry or participation. Clubs may ask for a *suggested donation*, but they cannot expect or require a fee.

### **Section III - Registration**

All clubs are required to submit (and update as necessary) a registration form at the end of every Fall semester. (The form is available at [www.moravian.edu/usg/documents](http://www.moravian.edu/usg/documents)).

Budget Information Sessions (BIS) - All club treasurers must attend a USG hosted Budget Information Session at the end of the Spring Semester. If the treasurer cannot attend, the club may send another individual as a representative.

Club Presidents Council (CPC) Meetings - All club presidents are required to attend each of USG's semesterly Club Presidents Council Meeting. If the president cannot attend, the club may send another executive member as a representative.

### **Section IV - Meetings**

Any club must meet a minimum of one time per month, and if asked by USG, the club is required to provide proof. Proof can include, but is not limited to, the following: meeting minutes, correspondence, or photos of the events.

### **Section V - Club Officer Elections**

At the start of the 2021-2022 academic year, **all clubs and organizations** will be required to hold elections for executive officer positions within the fall semester annually, **prior** to leaving for Thanksgiving Break.

In order for a student to run for an executive board member position the student must be a member of the organization for a minimum of one (1) semester prior to the election semester. Election results can be decided through ballot vote. In the event of a tie only the names of the candidates tied will be placed on a new ballot and a new election must be conducted.

Our goal is to reduce the amount of transitions throughout the course of the year, as well as keep both USG & Student Engagement routinely updated and prevent important information from not reaching current club presidents.

It will be encouraged that the newly elected executive officers transition throughout the rest of the fall semester, prior to taking office in the spring semester.

Clubs must have (or terms with similar responsibilities):

- President
- Vice President
- Treasurer

- Secretary

The advisor will be required to submit a google form with election results to the Assistant Director of Student Engagement prior to the final day of classes. The Google form will be sent out in the few weeks of the fall semester each year.

### **Section VI - Advisor**

All clubs must have a full time Moravian faculty / staff / administrator advisor. Advisors are obligated to check in with their assigned clubs once a month. If a club would like to change their advisor, the matter should be brought to USG's attention. For more information for Club Advisors please see the [Advisor Manual](#).

### **Section VII - Social Media Policies**

Club social media accounts must conform to existing local, state, and federal laws, including copyright regulations. Club social media accounts should also observe Moravian policies as outlined in [Moravian University's Digital and Social Media Content Creation Policy](#), and follow standards of design and content that benefit the public image of Moravian University.

Social media accounts must be updated monthly. Club presidents must designate a member to be the coordinator for their pages and/or social media accounts. This coordinator must maintain contact with the Office of Marketing and Communications, which reserves the right to reassign coordinator duties. Club social media accounts must also share all usernames/passwords with the Office of Marketing and Communications.

Club social media accounts are subject to regular review and/or removal if their actions and consequences of those actions harm the institution's reputation as a center of learning. In the spirit of academic freedom, web content authors are not prohibited from

expressing themselves as individuals, but the institution reserves the right to impose reasonable standards of conduct.

Digital spaces in violation of any of these policies or responsibilities are subject to disciplinary action and deletion of the accounts.

### **Section VIII - Organization Commitments**

USG reserves the right to take away a budget point from any club that fails to uphold their end of a commitment. Clubs receiving exempt funding that do not uphold their end of a commitment with USG are subject to a 10% deduction of their budget. Commitments may include, but are not limited to: Accepted Student Day or Club Fair appearance.

### **Section IX - Club Sports**

Club Sports will be governed by the Club Sport Manual Located at:

[https://www.moravian.edu/sites/default/files/Club%20Sport%20Manual\\_revised%20Aug18.pdf](https://www.moravian.edu/sites/default/files/Club%20Sport%20Manual_revised%20Aug18.pdf)

### **Section X - Fundraising and Philanthropy Collection Policy**

Recognized Student Organizations (RSOs) , whether they are funded by USG or any other Moravian University budget line, are prohibited from hosting activities using crowdfunding platforms such as GoFundMe or Facebook, or utilizing mobile wallets such as Venmo orCashApp. Additional examples include Paypal, Venmo, Square, and Kickstarter. Use of campus names, registered trademarks, or campus/team logos in conjunction with crowdsourcing is prohibited.

Fraternities and sororities with access to an approved financial account connected to a national organization should connect with the Office of Greek Life. Sale proceeds, or dues, may not be channeled through an individual's personal account (Venmo, PayPal, bank accounts).

The use of cash collection, Eventbrite and IM Leagues for events in which a RSO needs to register or is selling merchandise is permitted.

- **Cash donations:** Work with the RSO advisor to determine the best way to collect and deposit cash.
- **Credit card options:** To offer credit cards as a payment option, RSOs must use IM Leagues or Eventbrite. Through these platforms, an online credit card payment option is available.
  - **Eventbrite:** Hosting an event or selling merchandise, please use *Eventbrite*. Please work with Gillian Smith Sharkey ([sharkeyg@moravian.edu](mailto:sharkeyg@moravian.edu)) to set up a RSO account and make an event plan or connect with Meghan Santamaria ([santamariam@moravian.edu](mailto:santamariam@moravian.edu)) for Greek Life. Once a fundraiser is complete, the Moravian University Business Office will connect with the RSO's fundraiser contact to receive raised funds.
  - **IM Leagues:** Hosting a tournament (ex: cornhole, wiffleball, kickball, etc), please reach out to the director of the fitness center in Athletics to set up your tournament. A member from the Athletics Office will work with the RSO to provide a link for the fundraiser with *IM Leagues*. On this platform, students can register for the tournament and submit payment. Students must work with their RSO advisors to determine the best way to collect and appropriately deposit cash. *IM Leagues* sends a check to Moravian

University with the amount that was raised (note: *IM Leagues* requires a 5% fee off the total raised in addition to \$0.50 fee per transaction).

- RSOs are still required to submit a fundraising request form with the Center for Career and Civic Engagement. It can be found: [HERE](#). A Center staff member will review the request and contact the designated representatives from the RSO.

### **Accountability**

RSOs that fail to adhere to the policy will be referred through the [Student Organization Code of Conduct](#).

### **Prohibited Fundraisers**

There are many approved ways to raise funds and goods. Examples include: hosting a 5K, hosting a fun sports tournament (eg: cornhole, kickball), running a t-shirt drive, selling merchandise, hosting a themed dinner, working with a non-profit to host a materials or food drive. To create a new type of fundraiser, schedule an appointment with The Center for Career & Civic Engagement or Office of Greek Life to discuss and plan the fundraiser.

Fundraisers and philanthropy events may not promote bodily physical violence.

Furthermore, events that involve objects or substances being thrown at, poured on, attached to, or otherwise applied to bodies of individuals are not permitted. *Examples may include but are not limited to the following: pieing, pelting, dunking, painting, hair dyeing, shaving etc.*

In addition, no individual or group may be auctioned for “services” or a “date”. The sponsor of these types of auctions has no way of knowing the motivations of the person doing the bidding and date auctions can perpetuate a dangerous attitude that “whoever pays is entitled.”

## **Section XI - Merchandise and Apparel**

The visual identity of an organization is extremely important. Your club or organization's "brand" will be represented on t-shirts, giveaways, social media platforms and more. All visual representation must be approved. All visual aids must be approved by the Moravian University Marketing office. Organizations must submit their artwork to [news@moravian.edu](mailto:news@moravian.edu). It is important to submit your needs 4-6 weeks in advance to provide enough time for edits or design creation.

### Tips & Reminders:

1. All t-shirts must have the Moravian University logo
  - a. The Moravian University logo must not be altered. For different variations of the logo please check the [logo section](#) of the Moravian University Branding Guidelines
2. Text used should be Trade Gothic, Goudy Old Style, or an approved font
3. Logos must be approved by the Marketing Office

## **Club Finance Rules**

### **Section I - Budgets Types**

Newly chartered USG clubs are by default considered Point System Clubs. During the budget submission period, at the end of the Spring Semester, any club may choose to apply to become an Exempt Club.

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 Finance Committee. Failure to submit a budget request form will result in zero allocations towards club spending for the following academic year.

Funding can only be granted and utilized by Undergraduate students who pay the Moravian University Student Activity (USG/MAC/Annual Student Event) Fee in full.

### **Section II - Annual Funding for Point System Clubs**

Only clubs in active standing are eligible to earn funds through the USG Point System.

All Point System Clubs must submit an Annual USG Point System Budget Submission Form, available at [www.moravian.edu/usg/documents](http://www.moravian.edu/usg/documents). This form 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.

Budget Rollover - Point System Clubs, may retain any funds remaining as of May 1st of the calendar year for future use within the organization, up to \$500. Any remaining funds exceeding the \$500 maximum will be repossessed by USG.

### **Section III - Annual Funding for Exempt Club**

All Exempt Clubs are required to submit an Annual USG Exempt Budget Submission Form, available at [www.moravian.edu/usg/documents](http://www.moravian.edu/usg/documents). This form includes an itemized list of the purposes for funding within the request for the upcoming fiscal year.

Budget Rollover - 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.

#### **Section IV - Vouchers**

In order to be reimbursed, receive a cash advance, or pay an outside vendor clubs must submit a voucher form detailing the transaction. Section 1 & 2 of the voucher, including advisor authorization, should be completed prior to the purchase of any item. Following the purchase and submission to be reimbursed or pay an outside vendor, a receipt must be attached in order to validate the purchase.

Club advisors must obtain approval from USG for purchases over \$1,000, prior to the purchase. Failure to gain prior approval can lead to denial of the reimbursement request.

#### **Section V - Cash Advances**

All cash advances are restricted to a request of \$200.00 or less. Any payee issued a cash advance is responsible for submitting a valid receipt or invoice for the given amount by 2 weeks after the advance has been approved. 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.

#### **Section VI - Outside Vendors**

Clubs who wish to utilize the services of an outside vendor must adhere to the following procedures:

- Complete a W-9 Form prior to the vendor's arrival on campus. (The form is available at [www.moravian.edu/usg/documents](http://www.moravian.edu/usg/documents))
- Have a signed contract prior to the vendor's arrival on campus. Contracts cannot

be signed by students. This contract must be approved and signed by the advisor of the club and the Vice President of Finance & Administration for Moravian.

- Provide a formal invoice to USG. This is a standard proof of purchase and is needed for all reimbursement/ payment purposes.

### **Section VII - Tax Exemption**

Moravian University is a tax-exempt entity. By proxy all clubs sanctioned under USG are considered to be tax-exempt. Moravian University and USG reserve the right to deny any portion of a refund utilized to pay sales tax. Clubs with questions regarding tax exemption should email USG's Vice President of Finance. (The form is available at [www.moravian.edu/usg/documents](http://www.moravian.edu/usg/documents).)

### **Section VIII - Apparel**

All USG sanctioned clubs are limited to spending a maximum of \$40.00 per person on apparel in each fiscal year. All apparel must be approved by the serving USG Club Committee (see guidelines below), prior to purchase.

Design - Any club that wishes to purchase apparel (including t-shirts) or branding items must gain approval for the design from the Club Committee and the Creative Services Manager of Marketing & PR. The design must include the appropriate Moravian University Logo. (The [Moravian University Style Guide](#) is linked for your reference).

Selling apparel - When purchasing apparel with your club's budget that you intend to sell, you must put money back into your account to cover the costs of the items before donating any money.

*Example: If an organization bought t-shirts for \$5 each at a total of \$500 and sold the shirts for \$10 each, the organization would collect \$1000 The organization would then need to deposit \$500 into their account to cover the costs of the shirt, and would be left with \$500 to donate.*

### **Section IX - Catering**

Any events on campus should be catered by Sodexo, in accordance with Moravian University catering policy. You may host an event with catering not obtained through Sodexo, but only in the following locations: Residence Halls, The DEI House, The Doghouse. If extenuating circumstances present themselves, please coordinate a solution with Sodexo, as they may be able to provide certain accommodations.

### **Section X - Club Sports Funding**

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.

Club sports are permitted to use their budget allocation towards league fees.

### **Section XI - Misuse of Funds**

Funds will not be permitted for:

- Personal loans to individuals
- Bail or legal fees for individuals or organizations
- Alcohol and drugs or any equipment with the explicit purpose of their production
- Weapons
- Personal fees/dues required for national organizational membership
- Contributions or donations in the form of fundraisers for the purpose of direct donation to charitable based organizations
- Academic materials to be used for tutorial purposes
- Mandatory events held during the final exam period
- Transfer of funds to outside accounts
- Any other purposes that fail to comply with Moravian University Policies
- Gift cards that have a non designated purpose.

*Example: a “blank” gift card for x amount of dollars to be spent on anything.*

## **Section XII - Budget Deficits**

A USG funded organization may be considered non-compliant if any account held maintains a deficit for more than a semester. Deactivation and account freezing procedures will then become necessary.

## **Section XIII - Deactivation & Account Freezing**

Violations of USG's Club & Finance Rules will result in immediate freezing of all accounts owned by a club. The President, the Vice President of Finance, and the Vice President of Clubs reserves the right to freeze accounts. The Club Committee and the Finance Committee will conduct an investigation as necessary with respect to the operation of the offending club.

All club accounts deactivated will have funds returned to USG.

## **Section XIV - Fundraising**

All on-campus fundraisers hosted by a USG sanctioned club must be coordinated through the Center for Career & Civic Engagement and comply with any relevant institutional policies. The form to submit a fundraiser for approval is available on USG's website.

## **Discretionary Request Rules**

### **Section I - Purpose**

The discretionary fund is available for all individuals, clubs, departments, or organizations on campus to apply for. Each request must be submitted to the Finance Committee 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 at a USG General Meeting. Discretionary requests can be approved by a majority vote. If approved, the funds will be distributed within the following week after having received confirmation which account the funds are to be transferred to.

### **Section II - Club Requests**

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 they are used for requested purposes. This report will identify to what degree the funds appropriated were utilized.

### **Section III - Student Conferences**

Students requesting discretionary funds in order to attend a conference of any kind (summit, workshop, etc.) may request funds that cover travel and lodging expenses (i.e hotel costs, plane tickets, etc.) whether they are presenting or not. Each student may only request a total of \$400 for attending conferences per calendar year.

### **Section IV - Misuse of Funds**

Funds will not be permitted for:

- Personal loans to individuals
- Bail or legal fees for individuals or organizations
- Alcohol and drugs or any equipment with the explicit purpose of their production

- Weapons
- Personal fees/dues required for national organizational membership
- Contributions or donations in the form of fundraisers for the purpose of direct donation to charitable based organizations
- Academic materials to be used for tutorial purposes
- Mandatory events held during the final exam period
- Transfer of funds to outside accounts
- Any other purposes that fail to comply with Moravian University Policies
- Gift cards that have a non designated purpose.

*Example: a “blank” gift card for x amount of dollars to be spent on anything.*

**Please sign below to indicate that you have read the United Student Government Sanctioned Club & Finance Rules.**

<b>(Club President Signature)</b>	<b>(Print Name)</b>	<b>(Date)</b>
<b>(Club Vice President Signature)</b>	<b>(Print Name)</b>	<b>(Date)</b>
<b>(Club Treasurer Signature)</b>	<b>(Print Name)</b>	<b>(Date)</b>
<b>(Club Advisor Signature)</b>	<b>(Print Name)</b>	<b>(Date)</b>

