



**Moravian University**  
**United Student Government**  
**Constitution**

**Adopted by the Governing Body:**

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## **Article I - Purpose**

Mission Statement: The United Student Government (USG) strives to create cohesion by providing advocacy and representation for the student body in particular, and the University community in general, and serves as the primary agent for the expression of the interests and concerns of the Moravian University student body. The United Student Government also acts as the primary liaison between the student body and the faculty, staff, administration, alumni, and the larger University community.

## **Article II - Organizational Structure**

### **Section I - Positions**

The United Student Government shall be composed of 20 members elected from the student body of Moravian University. The body will consist of the following members, permitting that the governing body is running at full capacity:

- (1) President
- (1) Executive Vice President
- (3) Vice Presidents
- (15) Representatives

In addition, the United Student Government will appoint one college administrator, faculty, or staff member who will serve as the primary advisor to the organization and is considered a non-voting party.

### **Section II - Internal Committees**

The duties and policies of the United Student Government shall be executed by three separate, yet equal committees: Operations & Outreach Committee, Club & Events Committee, and Finance Committee. Each committee will be led by one Vice President, who will determine the goals, agenda, and planning of their designated committee.

#### **Operations and Outreach (O&O)**

This committee will facilitate all internal affairs and public relations of the governing body. Specific areas of responsibility include managing College Governance Committee assignments, organizational social media accounts, the student government email account, the internal strike system, branding items, and secretarial duties. The committee will also be designated with the organization of all official United Student Government proposals.

#### Club & Events Committee (C&E)

This committee handles all matters related to USG funded student organizations (clubs) and club sports. This includes: chartering new clubs, maintaining up-to-date records on club leadership and club advisors, as well as hosting a semesterly exposition of student organizations (i.e. Club Fair). In order to serve their purpose, the members of the committee will be assigned a liaison to various organizations. Additionally, the committee will work in conjunction with the Finance Committee to determine any clubs that may be inactive and are therefore subject to a deactivation vote. During each semester, the committee will be responsible for planning and executing Club President's Council (CPC) meetings.

#### Finance Committee

This committee is responsible for maintaining accurate, up-to-date financial records for both internal (USG) and external (club) budgets. Internally, the Finance Committee will facilitate the formation and passage of the annual organizational budget. At weekly meetings of the general body, the committee is responsible for reporting any relevant financial activities. In order to manage external accounts, the committee will track all voucher submissions by clubs. During each semester, the committee will be responsible for planning and executing Budget Information Sessions (BIS).

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#### Infrastructure Committee

This committee will create 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. They will be in contact with the head of FMPC (facilities, management, planning, and construction) on various initiatives and

partnerships. During retreats and general meetings, this committee will pitch the options in the form of proposals with all details and prices included. The governing body will vote on which ones to fund and to what extent. In addition to facilities-related initiatives, the committee will also be responsible for technological aspects of the university.

### **Section III - External Committees**

At the beginning of each term, all student government members will be assigned seats on external committees, commonly referred to as College Governance Committees (CGCs). At least one governing body member will attend meetings of the following committees:

- Academic Planning and Program Committee (APPC) - *non-voting members*
- Mental Wellness Committee
- Dining Committee
- Greek Council - *non-voting members*
- Parking Appeals Committee

\*Membership on the parking appeals committee is confidential. This information should not be shared with individuals outside of the governing body.

- President's Council for Diversity, Equity, and Inclusion
- Sexual Awareness and Violence Prevention Committee
- Sustainability Council

## **Article III - Membership**

### **Section I - Qualifications**

All Members - In order to run for a position on the United Student Government, an individual must be an undergraduate student and pay the Moravian University Comprehensive Fee (USG / MAC / etc.) in full. Additionally, individuals who wish to run must be available to attend Winter Retreat or obtain the permission of the governing

body's advisor prior to the election. The date of Winter Retreat will be published in the "*USG Election Rules and Form*" document.

Individuals who otherwise meet qualifications and election standards must appeal to the Elections Committee for permission for candidacy if they have previously been removed from the governing body (see article III, section VII).

President and Executive Vice President - In order to run for the position of President or Executive Vice President, at least one individual on the ticket must have served on the United Student Government body for the duration of at least one semester and meet all other membership requirements outlined above.

## **Section II - Elections**

United Student Government elections will be held annually in November. A President, Executive Vice President, and fourteen Representatives will be elected by a popular vote. A Presidential candidate and Executive Vice Presidential candidate will run together on one ticket. All undergraduate students, who pay the Moravian University Comprehensive Fee (USG / MAC / etc.) in full, are eligible to vote in the United Student Government Elections.

Election dates, petition, and campaign finance rules are outlined in the "*USG Election Rules and Form*" supplemental document. This document is governed by the United Student Government Elections Committee.

The United Student Government Elections Committee will be composed of all graduating members of the outgoing student government body. This committee will vote on all election policies not outlined within this constitution.

## **Section III - Appointments**

Appointment of Vice Presidents - Following elections, the United Student Government President will appoint the remaining three Vice Presidents. The appointment must be confirmed by a majority vote of the newly elected governing body. Any vote confirming the appointment of members will be considered a closed vote. Individuals must meet the

qualifications for USG membership and may be appointed from either within or outside the elected body.

**Appointments to Fill Vacancies** - Appointments may also be made to fill vacancies within the governing body that occur during a term of office (see Article III, Section VIII for more details on vacancies). When appointments are made during a term, it is not necessary for a secondary inaugural ceremony to be held. However, the appointed individual must take the Oath of Office in front of the current governing body.

#### **Section IV - Terms of Membership**

The full voting powers of the governing body extend from January 1st to December 31st of the given year. Following the election, the incoming governing body will have limited voting powers. These powers will be reserved for voting on the confirmation of the appointment of remaining Vice Presidents.

**Inauguration Procedures** - The elected governing body must be sworn in using the Oath of Office during an inauguration ceremony. The ceremony must be a public event open to all members of the University Community.

**The Oath of Office:** “I, (state your name), swear to uphold the rights and privileges of the Moravian University 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.”

#### **Section V - Executive Duties**

##### **President**

- The President will set the agenda for all “General Meetings”. The President reserves the right to table agenda items for a period of one (1) week, as needed. Items may only be tabled for one (1) week.
- The President will facilitate all voting processes within USG.
- The President will coordinate a Winter Retreat and Summer Retreat to ensure a



productive USG.

- The President will oversee the Executive Vice President and Vice Presidents, as well as, advise them in direction and goal setting.
- The President shall be required to maintain a seat on the University President's Council.
- The President is required to hold regular meetings with their Cabinet.
- The President is required to hold regular meetings with the Assistant Vice President of Student Affairs and VP / Dean of Students.

#### Executive Vice President

- It will be the responsibility of the Executive Vice President to lead and attend meetings in the President's absence, including the College President's Council Meetings.

#### **Section VI - The Strike System**

“The Strike System” serves as the United Student Government's conduct policy and process. The administration of strikes to any member is at the discretion of the President. If the President commits infraction-worthy conduct, strikes against them may be administered only by the Executive Vice President. If any member accumulates three strikes, an impeachment hearing must be brought to the entire governing body (See Section VII).

#### Attendance Related Infractions

- A member is allotted three informed absences per term. Once the allotted three absences are utilized, the member will incur a strike for every subsequent absence. A member will be considered absent if they miss, leave early from, or show up late (10 minutes past the start time) to a USG related meeting. If the President is not notified 24 hours prior to an absence, the member may incur one strike.

- Winter Retreat Absences - Attendance at Winter Retreat is required by general membership qualifications.
- Summer Retreat Absences - A member will be deemed absent for each day they are not present at Summer Retreat. They will receive an absence for each missed day.

### Communication Infractions

- Failure to respond to an “Important” email, GroupMe message, or text message within 24 hours or by the given deadline will result in one strike. “Important” Messages will be designated as such at the beginning of the message and must be of reasonable relevance to the governing body. “Important” Messages may only be sent by the President, Vice Presidents, or Advisor. At times, ‘liking’ a message will be considered a response.

### Conduct Infractions

- Failure to withhold from voting on a matter where there is a conflict of interest will result in one strike, and require the governing body to hold a recount of the vote. A matter may be considered a conflict of interest if the governing body member is a rostered member of the organization in question.
- The use of technology during a USG meeting, unless deemed necessary to the meeting will result in one strike.
- The use of United Student Government property or funds for personal gain will result in the appropriate number of strikes, as deemed by the President.
- The use of outright insults, slurs, and/or hate speech during a USG meeting or event will result in the appropriate number of strikes, as deemed by the President.
- Failure of a Vice President to effectively lead their assigned committee will result in the appropriate number of strikes, as deemed by the President.

### Other Infractions

- \_\_\_\_\_◦ The United Student Government President reserves the right to administer

strikes for any other conduct deemed worthy (i.e. if a representative fails to fulfill delegated tasks and meet reasonable expectations of performance).

### Strike Expungement

◦ Any member who has incurred a strike may request an expungement hearing. The President will schedule the hearing within the following three governing body Meetings. During the hearing, the individual in question will provide a case for strike expungement. Any amount of strikes may be expunged by a majority vote of the governing body.

### **Section VII - Impeachment**

The President will be in charge of any impeachment motions, resignations, and managing the Strike System in the governing body.

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 requires a majority present to pass. The impeached official will no longer be considered a USG member and will remove themselves from USG.

At the discretion of the President, an impeached Vice President may be re-appointed to any vacant Representative positions.

If any impeached individual should want to run as a candidate in a future United Student Government Election they must appeal to the Election Committee for permission of candidacy. The appeal must pass with a  $\frac{2}{3}$  majority vote of the Election Committee.

Presidential Impeachment - If the President is impeached from USG, the Executive Vice President will fill the position and govern any necessary appointments to fill present vacancies.

### **Section VIII - Vacancies**

At times vacancies may occur throughout the governing body, following the impeachment and removal of an individual or following the decision of an individual to renounce their position.

**Representative Positions** - Should there be any vacant Representative positions, the United Student Government President holds the sole power to appoint individuals in order to fill the seats, outside of the election cycle. At the discretion of the President, when appropriate, a representative position may be left vacant for any period of time up to the full duration of the term. After a representative has been appointed, it is the responsibility of the president to hold a meeting with the newly elected representative, to inform them of the various responsibilities and obligations of the USG governing body.

**Vice Presidential Positions** - Should there be any vacant Vice President positions, the United Student Government President may appoint an individual to fill the seat, outside of the election cycle. This appointment is subject to a majority present confirmation vote by the current governing body. Any vote confirming the appointment of members will be considered a closed vote.

Any Vice Presidential position should not be left vacant for a period of time greater than one month. During any interim vacancy, the President shall be responsible for ensuring the productivity and direction of the committee.

## **Article IV - Procedures & Policy**

### **Section I - Meeting**

General Meetings occur once a week and will consist of all members of USG.

**Schedule** - The time, place, and day of meetings will be decided by the United Student Government President. Tuesdays from 4:30 PM - 6 PM are in historic preference due to the importance of a consistent meeting time.

**Guests** - All members of Moravian University are welcome to the General Meeting. All guests have the right to speak during a meeting. Each guest will be allocated 5 minutes unless extenuating circumstances are approved by the body by a majority present vote.

**Discretionary Requests** - Discretionary funds may be requested by any and all Moravian University personnel for the purpose of enacting 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 University gains that lack a direct perceived correlation with student involvement. All Discretionary Requests must be passed with a majority vote of the governing body.

Committee Update - Each internal and external (CGC) committee will have five minutes to explain and update the council on former, current, and future projects. If a member would like to discuss an update item, 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.

Executive & Advisor Updates/Announcements - Allotted time for the President and Advisor to provide updates and announcements that will benefit USG.

Discussion & General Update Items - 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.

## **Section II - Voting**

Voting can be conducted when not in session. All votes that are conducted not in session must be recorded in the meeting minutes of the next General Meeting.

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.

The President will abstain from voting unless there is a tied vote.

In certain circumstances, a closed vote may occur. The Advisor will recount all closed votes to ensure accuracy.

## **Section III - Governance of Student Organizations**

The "USG Club & Finance Rules" will serve as the governing document for all United Student Government Funded organizations and club sports. Amendments to this document may be made by a  $\frac{2}{3}$  present vote of the governing body. These rules and amendments must be publicly posted.

#### **Section IV - The Election of Student Trustees**

The United Student Government will facilitate the elections process for all Student Trustees. The Election of Student Trustees is governed by the following documents: “Student Trustee Candidate Information and Application”, “Student Trustee Campaigning Guidelines”, and the “Student Trustee Campaign Finance Rules”.

#### **Section V - Communication Policies**

USG Emails - Key emails (determined by the Exec. Board) which are sent out from the United Student Government email account ([usg@moravian.edu](mailto:usg@moravian.edu)) must be approved by the President or one of the Vice Presidents. Any emails sent by representatives must include (CC) the USG President and Advisor. Additionally, if an email is sent to clubs, the emails should include (CC) the respective executive members and advisor(s) of said club.

Campus-Wide Emails - Any email which is sent out from the United Student Government email account ([usg@moravian.edu](mailto:usg@moravian.edu)) addressed to all students ([students@moravian.edu](mailto:students@moravian.edu)) must be proofread by both the USG President and Advisor.

#### **Section VI - Transparency Commitment**

The following documents are considered public records. These documents will be posted publicly and available upon the request of any student body member.

- Moravian University United Student Government Constitution
- United Student Government Meeting Minutes
- USG Club & Finance Rules
- USG Election Rules and Form
- Student Trustee Candidate Information and Application
- Student Trustee Campaigning Guidelines
- Student Trustee Campaign Finance Rules
- Club Advisor Manual/Club Sports Manual

While these documents are considered public, the United Student Government reserves the right to redact confidential information prior to publication. Information is redacted to protect the anonymity of the student body, and is dealt with on a case-by-case basis.

All amendments are to be published within 48 hours after passage. All amendments to “USG Club & Finance Rules” must be communicated to Club Presidents within 48 hours after passage and communicated at the next Club Presidents’ Council (CPC) Meeting.

### **Section VII - Annual Budget Voting**

At the commencement of the new fiscal year, it is the responsibility of the finance committee to develop a detailed budget proposal for the organization. The budget proposal should outline allocations to external organizations, internal committees, and pooled funds (such as the discretionary fund and the new club fund). The budget should be prepared prior to and voted on at the United Student Government’s Summer Retreat. The budget is considered passed with a majority present vote.

## **Article V - Ratification & Amendments**

### **Section I - Ratification**

This constitution must be ratified by a  $\frac{2}{3}$  present vote of the governing body.

### **Section II - Amendments**

This constitution may be amended with a  $\frac{2}{3}$  present vote of the governing body. A copy of any proposed amendment must be provided to the entire body 24 hours prior to voting.

### **Section III - Publication**

This constitution and all amendments passed must be posted publicly.