



USG New Club Application

Club Name: _____ Date: ____/____/____

Club Mission Statement:

All clubs must hold elections in the Fall prior to Thanksgiving break and report results to USG. By checking the box you acknowledge that you understand the aforementioned statement.

Club Officers			
Title	Name	Class Year	Email
President			@moravian.edu
Vice President			@moravian.edu
Treasurer			@moravian.edu
Advisor			@moravian.edu

Advisor's Title on Campus: _____

Please feel free to attach these questions as a separate document, should you need more space.

Please explain the purpose of your club and how it differs from other clubs on campus.

What is the future of this club? Please consider how this club will continue after current members graduate and how the organization may function in the next 4 years.

How do you plan to make this club inclusive to all students at Moravian?

What types of events/meetings do you plan to hold?

Does your club need funding from USG? If so, please articulate how this funding might be used.

Member Signatures:

Please include the signatures of 5 interested members who have read and approve of the club application. Do not include the signatures of club officers.

Name	Signature	Class Year

You are required to thoroughly read the USG Club and Finance Rules below. You must sign on the final page to indicate that you have read and understand the rules. By signing you agree that your proposed organization will work in compliance with the rules outlined here and any future amendments of them.



United Student Government Sanctioned Club & Finance Rules

**Adopted by the Governing Body:
January 28th, 2020**

**Revised:
August 10th, 2024**

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Article 1 - 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 inclusion 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.

Article 2 - General Club Rules

Section A - 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, it 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 charter and bylaws, collaboratively with their 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 charter lists some specific position responsibilities, each officer should have the freedom to personalize their position based on individual skills and interests. These charters shall be submitted to USG for approval which shall be decided by a majority of present voting members. Anytime that a charter is amended it shall be resubmitted to USG for approval.

Subsection i - 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 chairpeople
- Attends required student organization meetings
- Represents organization at official functions
- Maintains contact with organization advisor
- Maintains contact with the 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

Subsection ii - 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

Subsection iii - 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

Subsection iv - Other Possible Positions:

- Secretary
 - Keeps a record of all members and all activities of the organization. Keeps and distributes minutes of each meeting.
- 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/Social Media Chair
 - 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 B - Membership & Inclusivity

At all times, a club must retain a minimum of nine (9) members including the executive board of the club. If other regulations require a higher number of members for the club to be functional than this higher number shall be used. Participation in a club must be open to any student from the Moravian University Community that pays the student activity fee.

Two weeks following USG’s Club Fair, a club shall update their club member list in the club roster spreadsheet in the USG/Clubs shared Google Drive. For someone to be considered an active member they must be actively attending meetings. Actively attending means that they have attended at least one meeting in the semester. Any clubs who fall below the 9 member minimum will be considered to be in probation.

Probationary clubs must work with the USG Club Outreach Committee and their advisor to develop ways in which they can raise their recruitment efforts to be in compliance. Failure to develop a plan or refusal to work with the USG Club Outreach Committee will be considered a violation of the rules. Refer to section on club account freezing & deactivation:

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

- Charge membership fees or dues.
 - A club may establish a fundraising requirement for its members with approval of the USG body by a $\frac{2}{3}$ vote.
 - The club must submit the total amount that shall be fundraised by the organization and respective members, the reason the money is being fundraised, as well as any other information requested by the USG Finance Committee
 - If the club fails to reach its fundraising goal it shall report this to the USG Finance Committee and alternative arrangements will be made and met
 - require members to maintain a certain GPA.
 - judge on the basis of race, ethnicity, religion, sexual orientation, gender, etc.

Subsection i - 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.

Subsection ii - 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. If an event requires the club to spend money per person or the cost of the club event grows in relation to the number of participants the club may limit the number of participants.

Section C - Registration

All Clubs shall be required to submit two updated rosters: the first due by the third Tuesday of the semester and the second due by the date.

Subsection i - Club Information Meetings (CIS)'s

All club presidents, vice presidents, and treasurers are required to attend each of USG's semesterly Club Information Meeting. There will be a requirement to RSVP, as well as the

requirement for these positions to be in attendance.

Subsection ii - Club Council Meetings

Initiative started by USG in Spring 2024 in an effort to provide clubs with knowledge about the resources available to them on campus and allow their club's functions to run as smoothly as possible through creating transparency between USG and its funded organizations (clubs).

Section D - 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 E - Club Officer Elections

Since the start of the 2021-2022 academic year, all clubs and organizations have been 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 is 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

The advisor will be required to submit a google form with election results 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 F - 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 its advisor, the matter should be brought to USG's attention. Prior to changing a club's advisor, the club must contact USG's Club Outreach committee at usgclubs@moravian.edu and await approval by the Vice President of Club Outreach. For more information for Club Advisors, please see the [Advisor Manual](#).

Section G - Social Media Policies

All Moravian clubs and organizations must use a Moravian email when creating all social media pages. Club emails can be created with IT's help. Please email help@moravian.edu to get the process started. 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.

Club presidents can designate a member to be the coordinator for their pages and/or social media accounts or reserve this power. If the power is reserved then the President is considered to be the coordinator. 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. This is primarily for emergency situations and to ensure consistent access to accounts is maintained after graduation.

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.

Club's must provide USG with their social media handle and platforms the club is using.

Photography/Videography

All individuals who participate in Club Sports programming are granting permission for Moravian University Student Life, or any other legitimate University entity, to take photos/video of them while participating. The aforementioned may be used in ways that include, but are not limited to: promotional materials, group projects, media coverage, or any other medium deemed appropriate by Student Life. If there is a specific game you would like coverage for contact the yearbook at their club email address: benigna@moravian.edu.

Section H - Organization Commitments

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. A list of all commitments in a semester shall be published and communicated to all Clubs at the beginning of the semester. Changes to this list shall be communicated to clubs.

Section I - Club Sports

Club Sports will be governed by the Club Sports Manual. Club Sports shall include clubs who meet one of the following:

1. Any club that participates in organized competition against another institution shall be considered to be a club sport.
2. A club may be made a club sport at the request and pending approval of the club.

Section J - Fundraising and Philanthropy Collection Policy

Recognized Student Organizations (RSOs) are prohibited from hosting activities using crowdfunding platforms such as GoFundMe or Facebook, or utilizing mobile wallets such as Venmo or CashApp for any chapter business. Additional examples include PayPal, Square, and Kickstarter. Sale proceeds, or dues, may not be channeled through an individual's personal account (Venmo, PayPal, bank accounts). Use of campus names, registered trademarks, or campus/team logos in conjunction with crowdsourcing is prohibited.

The use of cash collection and Crowdchange for events in which an 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 option: To offer credit cards as a payment option, RSOs must use [Crowdchange](#). New users should create an account and work with the Office of Civic Engagement or the Office of Greek Life for fraternity or sorority events and initiatives.

Once a month, the Moravian University Business Office will transfer the raised funds into the RSO's campus account.

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.

Fraternities and sororities with access to approved financial accounts connected to a national organization should connect with the Office of Greek Life.

Subsection i - Accountability

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

Subsection ii - 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 violence or harm to one's body. Furthermore, events that involve eating contests, objects or substances being thrown at, poured on, attached to, or otherwise applied to people or property are not permitted.

Examples may include but are not limited to the following: pieing, pelting,

dunking, painting, hair dyeing, shaving, car bashes, hot dog eating contests, 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."

In addition to this policy, RSOs must also be in compliance with the institutional Fundraising and Sales Policy.

Section K - 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 using the official Moravian University logo or star must be approved by the Moravian University Marketing office. Organizations must submit their artwork to news@moravian.edu. It is important to submit your needs 4-6 weeks in advance to provide enough time for edits or design creation.

Clubs or Organizations that choose to not use the official logo or star must have their visual representation approved by USG's Vice President of Club Outreach. Please allow 2 weeks for approval from the Vice President of Club Outreach.

Tips & Reminders:

- All t-shirts with the official Moravian University logo or star must be approved by the Marketing Office
 - The Moravian University logo must not be altered. For different variations of the logo please email news@moravian.edu
- Moravian official text is Combon and Post Grotesk. However, when this is not possible, Time New Roman may be used in place of Cambon and Arial may be used in place of Post Grotesk.
- When an organization is not using an official MU logo or star their design must be approved by their advisor or the Office of Student Engagement.
- Logos using Moravian Brand elements must be approved by the Marketing Office

Selling Apparel - Any amount of money made through selling apparel must be deposited into the club's AMOS budget (general or fundraising line depending on the reason for the shirt sale.).

Article 3 - Club Finance Rules

Section A - Budget 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 by United Student Government.

Section B - Financial Rules

1. All financial matters must be submitted in the club's tab of the USG financial document found in the club shared Google folder
2. All club reimbursements must be submitted by the deadline given by USG. Reimbursements submitted after the deadline are up to USG discretion if they are completed or if the club will have to wait until the next semester when USG is back in session.
3. Clubs must allow 2-3 weeks for all reimbursements or checks to be created. It is the club's responsibility to plan accordingly.
4. Reimbursements must be submitted within two weeks of purchase or inquiry.
5. Moravian University is a tax exempt organization. By proxy, all clubs sanctioned under USG are considered to be tax-exempt. All clubs must use the tax exempt form provided by USG in the club drive to assure purchases are tax free.
 - a. Note some businesses will require a tax exempt account to be created online. Clubs must work with the advisor to create this account and the club account email needs to be used.
6. Moravian University and USG reserve the right to deny any portion of a refund utilized to

pay sales tax.

Section C - 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 by email at the end of the spring semester from the USG Finance Committee. This form should include a list of all events participated in within the current fiscal year and proof of these events, including but not limited to pictures, social media posts, meeting minutes, flyers, etc.. 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. Funds raised by the organization itself can not be repossessed, unless the allocations are placed within a fundraising account. The reason for this is because the business office cannot differentiate USG allocated and fundraised money if it is in the same account.

Section D - Annual Funding for Exempt Clubs

All Exempt Clubs are required to submit an Annual USG Budget Submission Form, available by email at the end of the spring semester from the USG Finance Committee. 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 E - Elevated Clubs

To assist with the rising costs of club budgets clubs shall be permitted and encouraged to seek outside financial assistance from departments or other university organizations. Clubs and departments shall be allowed to forge partnerships in which the club shall be permitted to receive funding from a department or other university organization. This funding shall be held in the

club's fundraising account and shall not be subject to repossession by USG. To forge a partnership the club shall be required to submit the required form proposing the partnership that bears the signature of both the club treasurer as well as an appropriate representative from the department or other university organization. This proposal must be approved by the USG body with a simple majority present vote. In order for a vote to take place, at least 50 % of the governing USG body must be in attendance.

Section F - Vouchers

In order to be reimbursed, receive a cash advance, or pay an outside vendor, clubs must submit a receipt, invoice or inquiry to the USG financial document found in the club shared drive. In the financial document clubs will provide USG with all of the details of the purchase, who the check or cash advance is for and how the recipient would like to receive their funds. Once the club has submitted the needed information, USG will work with the business office to complete the request. Club advisors will be required to sign off on the voucher before it sent to the business office. For travel reimbursements individuals shall be reimbursed based on mileage with individuals being reimbursed \$0.56 per mile traveled. To prove the amount of miles traveled individuals shall be expected to submit an image showing the travel route that the individual had taken.

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 requests.

Section G - Cash Advances

All cash advances are restricted to a request of \$100.00 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 fulfill their responsibilities, they will be held liable for the amount; thus, 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 are submitted.

Section H - 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)

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

Section I - 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. Tax exempt forms can be found in the shared google drive between USG and club emails. Clubs with questions regarding tax exemption should email USG's Vice President of Finance. (Contact USG Finance, usgfinance@moravian.edu).

Section J - Apparel

All apparel must be approved by the serving USG Club Committee (see guidelines below), prior to purchase. In order to approve the purchase of apparel, an invoice must be provided, as well as a cost breakdown per member of the club/organization. Clubs can only spend up to 50% of their budget on apparel, which will be taken into consideration when USG's Finance Committee reviews the cost breakdown of the submitted invoice.

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 K - 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 Office of Inclusive Excellence House, The Doghouse, The Bahnson Center, and the Lenox House. All catering outside of Sodexo must obtain approval from Sodexo and orders must be approved for every space on campus. If extenuating circumstances present themselves, please coordinate a solution with Sodexo, as they may be able

to provide certain accommodations.

To place a catering order please visit Catertrax. If your organization has any questions regarding an order or menu items please reach out to catering@moravian.edu

Section L - Club Sports Funding

All uniforms or essential apparel for club sports are exempt from the 50% of budget apparel policy but must still be approved by the Director of Recreation & Fitness.

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

Section M - 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 charity based organizations
- Individualized academic materials
 - Example: textbooks, exam prep, tutorial purposes, or anything deemed as an inappropriate allocation by the governing body.
- 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 N - 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 O - Deactivation & Account Freezing

Violations of USG's Club & Finance Rules will result in the immediate freezing of all accounts owned by a club. The President, the Vice President of Finance, and the Vice President of Club Outreach reserves the right to freeze accounts. The Club Outreach 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 P - Fundraising

Recognized Student Organizations (RSOs) are prohibited from hosting activities using crowdfunding platforms such as GoFundMe or Facebook, or utilizing mobile wallets such as Venmo or CashApp for any chapter business. Additional examples include PayPal, Square, and Kickstarter. Sale proceeds, or dues, may not be channeled through an individual's personal account (Venmo, PayPal, bank accounts). Use of campus names, registered trademarks, or campus/team logos in conjunction with crowdsourcing is prohibited.

The use of cash collection and Crowdchange for events in which an 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 option: To offer credit cards as a payment option, RSOs must use [Crowdchange](#). New users should create an account and work with the Office of Civic Engagement or the Office of Greek Life for fraternity or sorority events and initiatives.

Once a month, the Moravian University Business Office will transfer the raised funds into the RSO's campus account.

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.

Fraternities and sororities with access to approved financial accounts connected to a national organization should connect with the Office of Greek Life.

Subsection i - Accountability

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

Subsection ii - 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 violence or harm to one's body. Furthermore, events that involve eating contests, objects or substances being thrown at, poured on, attached to, or otherwise applied to people or property are not permitted.

Examples may include but are not limited to the following: pieing, pelting, dunking, painting, hair dyeing, shaving, car bashes, hot dog eating contests, 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."

In addition to this policy, RSOs must also be in compliance with the institutional [Fundraising and Sales Policy](#).

Article 4 - Discretionary Request Rules

Section A - Purpose

The discretionary fund is available for all individuals, clubs, departments, or organizations on campus to apply for. Discretionary requests are to be utilized as a last resort option, where other measures of obtaining funding have been completed such as fundraising, grant searches, and other means of donations. Each request must be submitted to the USG finance email (usgfinance@moravian.edu to be reviewed by the Vice President of Finances. The request will be brought before the governing body for approval. A representative from the club, department,

organization, or entity that is requesting a discretionary fund must be present at the USG General Meeting to present their request to the governing body. Discretionary requests can be approved by a majority present vote. In order for a vote to take place, at least 50 % of the governing USG body must be in attendance. If approved, the funds will be distributed within the following three to four weeks after having received confirmation of which accounts the funds are to be transferred to.

Section B - Club and Organization Requests

Clubs may 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. If the club or organization requesting is not funded by USG it shall be required to declare that any event conducted is a partnership with the USG if it is going to use USG funds to cover the costs. If the organization is using the funds for tshirts the USG logo must be added to the design.

If an organization orders shirts without the USG logo and comes to USG for a reimbursement on the order, the Governing Board is able to decline the request or give only partial approval of the request.

Section C - Student Conferences

The requester shall utilize USG's discretionary requests on a last resort option basis, meaning that the individual or organization needs to reach out to other university departments, faculty, SOAR/Honors program (if applicable) for funding before coming to USG for funding. Faculty can inquire about funding through the Provost/Deans.

USG has the responsibility of weighing each conference related request on the basis of personal gain for the requester versus gain for the entire Moravian University community.

If funds are granted towards attending a conference, the requester, after attending the conference, is required to share what they learned at an Open USG General Meeting. This presentation will be open to the entire campus and the student will be allotted 20 minutes within the USG General Meeting to present. The date for this presentation will take place on a mutually agreed upon date set forth by USG and the requester. If this requirement is not fulfilled, the requestor will need to reimburse USG for 100% of the USG allocated funds.

Section D - Philanthropy related requests

All recognized student organizations are expected to allocate funds from their operating budget to plan philanthropic events, meaning that all aspects of the event (catering, shirts, etc.) should be covered by the organizational budget. If more funding is needed to cover the event, the organization should then plan on fundraising to cover the excess expenses.

This is due to the fact that student activity fees should be utilized for Moravian students rather than community outreach.

All Philanthropy events must be in accordance with the University's Student Handbook, found through the following link: [Moravian University Student Handbook](#)

Section E - 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 or indirect donation to charity based organizations
- Individualized academic materials
 - Example: textbooks, exam prep, tutorial purposes, or anything deemed as an inappropriate allocation by the governing body.
- 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.

(Club President Signature) **(Print Name)** **(Date)**

(Club Vice President Signature) **(Print Name)** **(Date)**

(Club Treasurer Signature) **(Print Name)** **(Date)**

(Club Advisor Signature) **(Print Name)** **(Date)**