

## THE SUPPLEMENT DOCUMENT OF THE United Student Government

### I. Clubs and Organizations Funded by USG

A club is inactive if their account has remained dormant for 1 year. If an account remains dormant for 1 full year, the club account will be cleared to zero and the club will be assumed “dissolved”. If a club would like to resume at any point after the account has been cleared to zero, they must submit an application to Start a Club, found in the appendix, and be approved by USG.

| Club Name   | Active/Inactive                    | Advisor(s)                           | Point System Status |
|---|------------------------------------|--------------------------------------|---------------------|
| ABLE  | A                                  | Katie Desiderio and Sabrina Terrizzi |                     |
| Accounting Club                                     | A                                  | John Rossi                           |                     |
| Active Minds  | A                                  | Lori Teodter                         |                     |
| American Association of University Women            | A                                  | Stacey Zaremba                       |                     |
| American Chemical Society                           | A                                  | Alison Holliday                      |                     |
| Amnesty International                               | A                                  | Arash Naraghi                        |                     |
| Association Computing Machinery                     | A                                  | Ben Coleman                          |                     |
| WISE  | A                                  | Matthew Lang                         |                     |
| Benigna Yearbook                                    | A                                  | Janice Pigga                         | Exempt              |
| Beta Beta Beta                                      | A                                  | Chris Jones                          | Exempt              |
| Black Student Union                                 | A                                  | Chris Hunt                           |                     |
| Boxing Club   | <span style="color: red;">A</span> | Katie Desiderio                      |                     |
| Brain Club  | A                                  | Cecilla Fox                          |                     |
| Campus Community Connection                         | A                                  |                                      |                     |
| Comenian Newspaper                                  | A                                  | Peter Richmond                       | Exempt              |
| Delta Omicron: International Music Honor Fraternity | A                                  | Hilde Binford                        |                     |
| Environmental Coalition                             | A                                  | Shari Dunham                         |                     |
| Equestrian Club                                     | A                                  | Jane Berger                          | Exempt              |
| French Club   | A                                  | Joanne McKeown                       |                     |
| German Club   | A                                  | Axel Hildenbrandt                    |                     |
| Habitat for Humanity                                | A                                  |                                      | Exempt              |
| Hillel Society                                      | A                                  | Jason Radine                         |                     |
| History Club  | A                                  | Sandra Aguilar                       |                     |

|  |   |                                  |        |
|--|---|----------------------------------|--------|
| Hounds4Kids  | A | Virginia O'Connell               |        |
| Ice Hockey Club                                    | A | Nathan Shank                     | Exempt |
| Interfraternal Council                             | A | Michelle Hanna                   | Exempt |
| International Club                                 | A | Kerry Sethi                      |        |
| Iota Iota Iota                                     | A |                                  |        |
| Manuscript   | A | Joyce Hinnefeld                  | Exempt |
| Middle Eastern Club                                | A | Khristina Haddad                 |        |
| Moravian Mathematical Society                      | A | Fred Schultheis                  |        |
| Muslim Student Association                         | A | Arash Naraghi                    |        |
| National Art Education Association                 | A | Kristin Baxter                   |        |
| Newman Association                                 | A | Ian Buterbaugh                   |        |
| Omicron Delta Epsilon                              | A | Eva Leeds                        | Exempt |
| Omicron Delta Kappa (ODK)                          | A | Nicole Loyd                      | Exempt |
| Panhellenic Council                                | A | Liz Yates                        | Exempt |
| Phi Alpha Theta                                    | A | Heikki Lempa                     | Exempt |
| Phi Mu Alpha Sinfonia                              | A | James Barnes                     |        |
| Phi Mu Epsilon: National Mathematics Honor Society | A | Kevin Hartshorn                  | Exempt |
| Philosophy Club                                    | A | Arash Naraghi                    |        |
| Pre-Health Club                                    | A |                                  |        |
| Pre-Law Club                                       | A | James Ravelle                    |        |
| Psi Chi: National Psychology Honor Society         | A | Michelle Schmidt                 | Exempt |
| Psychology Club                                    | A | Sarah Johnson                    |        |
| Sigma Theta Tau: Nursing Honor Society             |   | Lori Hoffman                     | Exempt |
| Society for Human Resource Management              | A | Robert Brill and Katie Desiderio |        |
| Society of Physics Students                        | A | Edward Roeder                    |        |
| Sociology Club                                     | A | Virginia O'Connell               |        |
| Spanish Club                                       | A | Claudia Mesa                     |        |
| Student Athlete Advisory Committee                 | A | Shelley Bauder                   |        |

|                                   |   |                               |  |
|-----------------------------------|---|-------------------------------|--|
| Student Christian Community (RUF) | A | Nathan Shank and Scott Harvey |  |
| Student Nurses Association        | A | Taylor Grube                  |  |
| Theatre                           | A | Christopher Shorr             |  |
| United Student Government         | A | Janice Pigga                  |  |
| WRMC Radio                        | A | Joel Nathan Rosen             |  |
| Zinzendorf Society                | A | Theresa Dougal                |  |

## II. Committees

Each representative in USG must serve on a minimum of three (3) committees. College Governance Committees and Standing Committees run year-long and the committee chairs are elected by a majority vote of the voting powers in USG at the beginning of the spring semester. Expectation Committees and Ad-Hoc Committees run for one semester or less and committee chairs are elected by a majority vote of the voting powers in USG at the beginning of each semester. Committee members are then appointed by the committee chairs to serve for the duration of the committee timeframe. Committee members will report to and be held responsible by their committee chair. Committee chairs will report to the governing body and will be held responsible by Internal Affairs.

### A. College Governance Committees

Committees that are organized and offered by Moravian College or that are organized and offered by USG and run year long. Below is the list of standing committees along with a brief description. Note that USG does not need representation for each of these committees.

1. Academic Planning & Programming Committee (APPC)
  - Chair: Nate Shank
  - Appointment by USG.
  - APPC reviews proposals for changes to the curriculum including new programs and new courses.
2. Academic Resources Committee
  - Feb. 1, 2012-H.Binford indicates that the committee is not currently meeting and will not meet again until resource issues are resolved.
  - Appointment by USG.
  - ARC looks at requests from departments for common areas of academic spaces and makes budget allocations as appropriate (based on agreed criteria by the committee).
3. Academic Standards Committee
  - Chair: Carol Traupman-Carr
  - Students: As per C. Traupman-Carr (November 2011) no students are needed.
  - Appointment by USG.
4. Advocates for Survivors of Sexual Assault
  - Chair: Liz Yates
  - Fall 2012: The committee does not currently have students, because all members are Advocates and this work is the focus of the committee. Should the need arise for students to participate in discussion on related topics appointments will be made by the committee.
5. Arts & Lectures Committee
  - Chair: Jason Radine
  - Appointment by USG.

This committee reviews proposals for programming on campus and allocates a portion of the Arts & Lectures budget toward supporting those programs. These requests are typically made from faculty and academic departments.

6. Committee for the Assessment of Student Learning:  
Chair: Barbara Vinciguerra  
Students: Chris Ossont '15 and Claudia Massas '16  
Appointment by USG.  
This committee supports, instructs, and advocates for assessment of academic program on campus.
7. Diversity Council  
Chair: Jon Conrad  
Usually appointed by committee.  
No additional information at this time.
8. Dining Committee  
Chair: Nicole Loyd  
Students: Clint Doyle and Andrew Mengel  
Appointments made by USG.  
The Dining Committee works in conjunction with our food service provider (Sodexo) to support the dining needs of the campus community, with primary attention given to student-dining needs. It sponsors focus groups and special programs designed to keep open the channels of communication between students
9. Environmental Health & Safety Committee  
Chair: Abhijit Nagaraj  
(Note: This committee and the Emergency Response Committee merged in December 2012.)  
The EH&S committee discusses safety-related policies and procedures and prioritizes funding requests regarding safety issues.
10. Friends of Reeves Library  
Chair: Ann Claussen?? (you may need to check with Janet Ohles)  
Appointments typically made by the Committee in consultation with the English Dept.  
The purpose of the committee is to support the library in program, activities, and acquisition of resources to benefit the College community.
11. Hall of Science Building Task Force  
Chair: Kelly Kriebel  
Students: Sean Rossiter '15 and VACANT  
Appointment by Committee.  
This task force discusses renovations for the Hall of Science.
12. NO STUDENTS ARE CURRENTLY APPOINTED TO HEALTH SCIENCE (NEW) BUILDING.  
Chair: Kerry Cheever  
Students: ??  
New group assembled in January 2015
13. IN FOCUS Committee  
Chair: Rotating, 14-15: at the moment it is Kelly Denton-Borhaug and Daniel Jasper  
Appointments made by Committee.  
This committee steers all programming and events on behalf of the annual IN FOCUS theme.
14. International Studies Council  
Chair: Kerry Sethi

Appointment by USG.

The International Studies Council reviews policies related to International Studies majors, minors, study abroad policies and international honor societies

15. Learning in Common (LINC) Committee

Chair: Bernie Cantens

Appointments made by USG.

This committee has oversight of the LINC curriculum, reviews new courses for LINC consideration, reviews student petitions regarding LINC, and assesses the overall program.

16. Multi-Faith Council

Chair: Jennika Borger

Appointment by USG.

The Multi-Faith Council promotes and celebrates all faith traditions and promotes programs and other activities on campus.

17. Parking Appeals Committee

Chair: George Boksan

Students: Private

Appointment by USG.

The parking appeals committee reviews all parking appeals and decides whether to grant or deny each written appeal.

18. Parking Task Force

Chair: Amy Johnson and George Boksan

Appointment by USG.

This task force reviews and makes recommendations about parking rules and regulations.

19. (Campus) Sustainability Task Force

Chair: Frank Kuserk

Student appointments are usually ECO officers, but if not, USG appointed.

The purpose of this group is to increase awareness of and support for sustainability on campus.

They plan the annual Earth Matters celebration on campus and support the ECO club.

20. Technology Advisory Committee

Chair: Stephen McKinney

Students: Appointment by USG.

The TAC helps to integrate the views and needs of all campus constituents, identify strategic issues, and recommend priorities for funding of strategic initiatives involving technology.

21. Women's Studies Advisory Committee

Chair: Shelley Spiers and Jane Berger

Appointment by USG.

This committee supports women's issues on campus through programming and advises the women's studies minor.

## B. Standing Committees

1. Internal Affairs

Chair: Parliamentarian

The purpose of the Internal Affairs Committee is to ensure that the USG Constitution is being followed and that each official is upholding his or her duties and responsibilities. This committee will meet on a weekly basis. This committee will consist of the Parliamentarian, the Vice President, and three (3) other members of the governing body. In the case that the Parliamentarian is absent or an issue in question is

related to him or her, the Vice President will act as chair. If any member of this committee is a subject of the discussion, that member must excuse himself or herself from that particular meeting. The Internal Affairs committee does not have the power to impeach any official.

A. The Internal Affairs Committee is responsible for the following:

- i. Distributing consequences in accordance with Section V. A of this document.
- ii. Reviewing the duties and responsibilities of each committee chair in accordance with Article II of this document and holding each chair responsible.
- iii. The committee will review the duties and responsibilities of each official in USG as follows:
  - a. The Parliamentarian will be responsible for overseeing the President, the Vice President and two (2) Representatives
  - b. The Vice President will be responsible for overseeing the Parliamentarian, the Treasurer and two (2) Representatives
  - c. Internal Affairs member 1 will be responsible for overseeing the Club Ambassador, the Financial Administrator and two (2) Representatives
  - d. Internal Affairs member 2 will be responsible for overseeing the Public Relations Director, the Secretary and two (2) Representatives
  - e. Internal Affairs member 3 will be responsible for overseeing the Webmaster and four (4) Representatives

## 2. Events Council Committee

Chair: Events Council Chair

The Events Council Committee is responsible for planning and executing an annual concert or speaker event. The Events Council Committee is also tasked with executing any other large events that the governing body agrees upon. This committee will be comprised of the Events Council Chair, a chair of finances (appointed by the Events Council Chair), a chair of promotions (appointed by the Events Council Chair) and a minimum of two (2) other members of the governing body.

A. The Events Council will be responsible to do the following:

- i. Conduct a survey to develop a general consensus as to what type of act is most likely to satisfy the student body
- ii. Prepare and present a plan for the concert or speaker to the governing body to be voted upon; This plan must be presented in a closed meeting and requires a majority vote to execute
- iii. Work with the USG advisor and the booking agent to find an act or speaker
- iv. Market, gather volunteers, manage the budget, obtain vendors and all other things related to the running of the event

B. The Events Council Finance Chair is responsible for the following:

- i. Attending all meetings of the Events Council
- ii. Providing up-to-date finance information at each meeting of the Events Council

C. The Events Council Promotions Chair is responsible for the following:

- i. Attending all meetings of the Events Council
- ii. Obtaining any necessary sponsors for events
- iii. Designing all promotions materials to increase student engagement at event
- iv. Working with the PR Director to promote the event on social media

## 3. Public Relations Committee

Chair: Public Relations Director

The purpose of the Public Relations Committee is to ensure that the public relations tools are being utilized and updated on a regular basis. This committee should be comprised of the Public Relations Director, the Webmaster, a social media manager (appointed by the Public Relations Director), a photographer (appointed by the Public Relations Director) and a minimum of one (1) other member of the governing body.

A. The Public Relations Committee is responsible for the following:

- i. Updating all social media sites

- ii. Collecting and promoting events of the clubs USG governs
- B. The Public Relations Committee Social Media Manager is responsible for the following:
  - i. Updating all social media sites a minimum of once a week
  - ii. Promoting all USG events on social media
- C. The Public Relations Committee Photographer is responsible for the following:
  - i. Ensuring pictures are taken at all USG events

4. Finance Committee

Chair: Treasurer

The purpose of the Finance Committee is to ensure proper usage of the Point System and to bring any Point System issues to the attention of USG for discussion. The Finance Committee will be comprised of the Treasurer, the Financial Administrator and a minimum of three (3) other members of the governing body.

- A. The Finance Committee is responsible for the following:
  - i. Assuring clubs are using the Point System according to this document
  - ii. Awarding points through the Point System at the end of each school year
  - iii. Providing club sign in sheets at all full point events

C. **Expectation Committees**

Expectation committees are committees that handle the events and tasks that take place once a semester or in a timeframe less than the duration of one semester.

1. Fall/Spring Club Fair Committee

Chair: Open

The purpose of this expectation committee is to oversee the club fair each semester. The goal of the club fair is to have a minimum of half of all clubs represented at the club fair and to generate a large student turnout at the event. This committee should be comprised of a chairperson and at least two other members of the governing body.

2. Elections Committee

Chair: Open (USG member that is not up for re-election)

This expectation committee is tasked with conducting the USG elections each fall, as well as the Student Trustee elections each spring. This committee is also tasked with ensuring elections are run fairly and following proper procedure throughout. In the event that all USG officials are up for re-election in the USG elections, the USG advisor will be in charge of executing the responsibilities of the Elections Committee.

3. Inauguration Dinner Committee

Chair: Open

The purpose of this expectation committee is to plan and execute an inauguration dinner for outgoing and incoming members of USG. This event is to be a closed event that will allow USG officials to invite guests of their choice. This event is to highlight the accomplishments of the outgoing officials and provide these members with certificates of accomplishment. This event also aims to provide a platform for the incoming officials to speak about the upcoming term. This committee should be comprised of the chairperson and a minimum of one other member of the governing body.

4. Fall/Spring Budget Information Session Committee

Chair: Open

The purpose of this expectation committee is to inform all clubs of the financial procedures of USG. The Budget Information Session is expected to highlight the USG Point System, the voucher process, the discretionary process and any important deadlines or dates pertaining to financial issues. Each semester must have a session for point system club treasurers and a session for exempt club treasurers. This committee should be comprised of the Chair, the Treasurer, the Financial Administrator and a minimum

of one other member of the governing body. In the case that the Chair is the Treasurer or the Financial Administrator, the committee may choose to take on an additional member of the governing body.

5. Fall/ Spring Retreat Committee

Chair: President

The purpose of this expectation committee is to execute a useful and worthwhile USG retreat each semester. The purpose of the fall retreat is to review the successes and shortcomings of the spring semester, build member comradery, brainstorm missions and to set goals for the upcoming fall semester. The purpose of the spring retreat is to begin training new USG officials, review the Constitution, build member comradery, brainstorm missions and to set goals. This committee should be comprised of the President, Vice President, the USG advisor and as many members of the governing body as needed.

**D. Ad-Hoc Committees**

Ad-Hoc Committees are committees that focus on the goals of that semester. USG must choose a minimum of three (3) ad-hoc committees at each retreat that will be the big events that USG holds during the semester. USG can choose to do additional projects at any time throughout the semester. Below is a list of ad-hoc committees/events that have been chosen in the past. USG may repeat any of these at any time.

1. Fall/Spring Club Mixer Committee

The purpose of this expectation committee is to oversee the club mixer each semester. The purpose of the club mixer is to have students network with all club members as well as to foster an environment where students are networking with one another. This mixer also aims to increase transparency as well as inform club members of any updated USG information pertaining to clubs. This committee should be comprised of at least the Club Ambassador and the Vice President.

2. Fall/Spring Faculty/Administration Mixer Committee

The purpose of this expectation committee is to oversee the Faculty/Administration Mixer each semester. The purpose of the Faculty/Administration mixer is to network with faculty and administrators. These relationships should be used by USG throughout the year. This committee should be comprised of at least the chairperson and one other member of the governing body.

3. Fall/Spring South Campus Event Committee

The purpose of this expectation committee is to oversee the South Campus Event each semester. The purpose of this event is to highlight all of the positive assets South campus has to offer. The goal of the event is to contribute to uniting North and South Campus. This committee should be comprised of the chairperson and a minimum of two members of the governing body.

4. Fall/Spring Fundraising Committee

The purpose of this expectation committee is to execute fundraisers that earn a profit. This committee should be comprised of the chairperson and a minimum of two members of the governing body.

5. Spring Accepted Students Days Committee

The purpose of this expectation committee is to provide the best representation of the Moravian College student body during the Accepted Students Days. The Chair of this committee is expected to not only attend the Accepted Students Days held each spring, but to also create a display or activity that highlights USG. This committee should be comprised of the chairperson and a minimum of three other members of the governing body.

6. Fall/Spring State of the College Committee

The purpose of this expectation committee is to provide an update to the Moravian College community pertaining to USG's plans for the future and the progress the organization has made thus far. Traditionally, this event has been held in Prosser Auditorium and invitations have been extended to the student body, faculty, staff and administration. This committee should be comprised of the President, the Vice President and a minimum of four other members of the governing body.



### III. Committee Chair Expectations

- A. Expectation Committee Chairs are responsible for the following:
  1. Accomplishing the committee task
  2. Reporting committee member updates a minimum of twice a semester to internal affairs. If at any time, a member of the committee is not adequately fulfilling his or her duties, the committee chair has the ability to remove a member of his or her committee. The member will not receive credit for the committee.
  3. Appointing their committees according to the committee guidelines in Section 2.B
  4. Overseeing all committee members and ensuring they are fulfilling their duties.
- B. Ad-Hoc Committee Chair Expectations
  1. Accomplishing the committee task
  2. Picking committee members
  3. Determining who receives committee credit at the end of the event. In the event that a member of USG does not receive credit from a committee chair, he or she cannot count that committee toward his or her committee count.
  4. Overseeing all committee members and ensuring they are fulfilling their duties.

### IV. The Point System

#### Category 1: Account Balances

Club balances will carry over from year to year. At the end of each school year, clubs will be awarded points based upon how much money is left in their account from the current term. The less money that is left at the end of the year, the more points will be awarded.

Points will be awarded in this category as follows:

- Clubs with \$0- \$500: 2 Points
- Clubs with \$501-\$1000: 1 Point
- Clubs with \$1001-\$2000: 0 Points
- Clubs with \$2001-\$3000: -3 Points

\*For every additional \$1,000 a club has left in their balance, an additional point will be subtracted. For example, if History Club has \$4,300 left in their account, 4 points will be subtracted from their total points.

If a club is purposefully saving money from one year to the next, they can appeal their points in this category. If the appeal is granted, no points will be awarded or taken away for this category.

#### Category 2: Club Activities

Clubs can earn points by hosting events that fall under one of four categories: community service, co-sponsorship, fundraising, or mission statement related activities.

##### Community Service

A community service event can be any event that serves the community. To earn a point for a community service event, a club must meet these criteria:

- Two or more club members must be present
- Club members must sign in and log their hours on the provided point system sign-in sheet
- At least two members must attend the event for a minimum of one hour
- The time and service must be unpaid

##### Co-Sponsorship

A co-sponsorship event can be any event that two or more clubs participate in together, or an event being held by another club that a club assists with financially. To earn a point for a co-sponsorship event, a club must meet these criteria:

All club members must sign in and log their hours on the provided point system sign-in sheet  
 Two or more club members must participate from each club  
 The event must be logged by both clubs

**Fundraising**

Fundraising can constitute any time a club sincerely tries to raise funds for the club. To earn a point for a fundraising event, a club must meet these criteria:

All club members must sign in and log their hours on the provided point system sign-in sheet

**Mission Statement Related Activity**

A mission statement related activity consists of any event that a club participates in that directly relates to its mission statement. For example, if the History Club travels to Gettysburg for a purpose relating to their mission statement, they would earn 1 point. To earn a point for a fundraising event, a club must meet these criteria:

All club members must sign in and log their hours on the provided point system sign-in sheet

At least 2 members must be present for the event to count

Completion of any two events in any of the four categories will result in 1 point for the club. This category includes events that are held off campus. Clubs may combine events in different categories in order to obtain points. For example, if a club completes a community service event and a fundraising event, the two events can be combined for 1 point. Likewise, if a club completes 2 events that fall under the same category, they will be counted for 1 point. Any one event may be counted if it falls under any of the four categories. However, a club may not record an event in more than one category. Every event must also be recorded with a club sign in sheet. Note that each club member may only represent one club per activity.

Category 3: Club Tasks and Participation

Clubs can earn points by completing individual tasks that are set out by USG. These tasks include updating club websites and/or web pages regularly (they must be updated at least once per semester in order to count for a point), and turning in accurate club membership each year for both officers and members. A club member may represent a maximum of two (2) clubs per event.

| <b>Title of Point</b>        | <b>Organization Sponsor(s)</b> | <b>Requirement to Earn Point</b>   | <b>When is Point Earned</b>               |
|------------------------------|--------------------------------|--|---|
| Homecoming                   | IMPACT/ Res Life               | Participation in Homecoming Banner contest or Participation in the Homecoming float.     | Yearly                                    |
| Fresh Farm Market Assistance | Fresh Farm Market              | Contact Dr. Sandra Aguilar-Rodriguez to participate in marketing or misc. co-sponsorship | Ongoing                                   |
| Decorate for Holiday         | Moravian Administration        | Publically decorate something during Halloween, Christmas and Valentines day             | Ongoing/ Yearly                           |
| Club Fair                    | USG                            | Attend and Man   | Per Semester                              |
| Budget information session   | USG                            | Attend and sign in   | Per Semester                              |
| Coffee House                 |                                | Sign in  | Ongoing                                   |
| Open House                   | Admissions                     | Register with Kim Shank (1 point will be awarded for each Open House)                    | Oct. 25th & Nov 15, 2014<br>Apr. 11, 2015 |

|                                     |                 |  |   |
|-------------------------------------|-----------------|--|---|
| Accepted Student Days               | Admissions      | Register with Kim Shank (1 point will be awarded for each Accepted Students Days)        | Feb. 16, 2015<br>Mar. 21, 2015<br>Apr. 25, 2015 |
| Career Fair                         | Career Center   | Sign in  | TBD   |
| Fall Fest                           | Student Affairs | Sign in  | Sep. 27th 2014                                  |
| Winter Fest                         | Student Affairs | Sign in  | Jan. 24, 2015                                   |
| USG Concert/ Speaker                | USG             | Sign in  | April 17, 2015                                  |
| Club Yearbook Picture               |                 | USG will check with advisor. Simply record that you have done this in Budget Packet      | Spring Semester                                 |
| Midnight Madness                    | Athletics       | Sign in  | Oct. 17th                                       |
| Convocation                         | Student Affairs | Sign in  | Sep. 11th 2014                                  |
| Alumni                              | Alumni Affairs  | Host an event in conjunction with Moravian Alumni. (Use community service sign in sheet) | Ongoing   |
| ArtsFest on South Campus            | USG             | Picture of 3 club members at the event   | Sep. 12th 2014                                  |
| Submit your Budget Packet (On time) | USG             | USG will Track   | Last day of March                               |
| Submit updated club roster          | USG             | USG will Track   | Per Semester                                    |
| Update Club Website                 | USG             | Record in Budget Packet  | Per Semester                                    |
| Submit Monthly Attendance           | USG             |  | Monthly   |
|                                     |                 |  |   |

#### **Exempt Clubs**

Clubs that have exempt status from the point system are required to submit a budget request form on or before March 31st each year. These budget folders are required to contain a breakdown of expected costs for the next year. The amount granted is up to the discretion of USG. All budgets must be approved by the governing body.

#### **V. Documents**

In this section you will find the master copies for the follow documents.

- A. Constitution Consequences
- B. Constitution Rewards
- C. Discretionary Request Guidelines
- D. Mission Related Sign-In Sheet (Point System)
- E. Co-Sponsor Sign-In Sheet (Point System)
- F. Fundraiser Sign-In Sheet
- G. Community Service Sign-In Sheet (Point System)
- H. USG Voucher
- I. How to Start a Club Application

#### **A. Constitution Consequences**

| <b>Infraction</b>                    | <b>Consequence 1</b>                          | <b>Consequence 2</b>     | <b>Consequence 3</b>           | <b>Other</b>  |
|--------------------------------------|---|--------------------------|--------------------------------|---|
| Violation of Article II. Section 1.A | -   | -                        | -                              | More than 2 absences will result in removal from office |
| Violation of Article II. Section 1.B |   |                          |                                | Impeachment   |
| Violation of Article II. Section 1.C | Meeting with Internal Affairs and USG Advisor | 2 week voting suspension | Impeachment                    |   |
| Violation of Article II. Section 2   | Meeting with Internal Affairs and USG Advisor | 2 week voting suspension | Impeachment                    |   |
| Violation of Article II. Section 3   | Meeting with Internal Affairs and USG Advisor | 2 week voting suspension | Impeachment                    |   |
| Violation of Article II. Section 4   | Meeting with Internal Affairs and USG Advisor | 2 week voting suspension | Impeachment                    |   |
| Any other constitution violation     | Meeting with Internal Affairs and USG Advisor | 2 week voting suspension | Impeachment                    |   |
|                                      |   |                          |                                |   |
|                                      |   |                          |                                |   |
|                                      |   |                          |                                |   |
|                                      |   |                          |                                |   |
| <b>Supplement Document</b>           |   |                          |                                |   |
| <b>Infraction</b>                    | <b>Consequence 1</b>                          | <b>Consequence 2</b>     | <b>Consequence 3</b>           | <b>Other</b>  |
| Violation of Article II.B.1          | Verbal warning                                | Meeting with USG Advisor | Removal from Internal Affairs  |   |
| Violation of Article II.B.2          | Verbal warning                                | Meeting with USG Advisor | Removal from Events Council    |   |
| Violation of Article II.B.3          | Verbal warning                                | Meeting with USG Advisor | Removal from PR Committee      |   |
| Violation of Article II.B.4          | Verbal warning                                | Meeting with USG Advisor | Removal from Finance Committee |   |
|                                      |   |                          |                                |   |
| Violation of Article III.A           | Meeting with Executive Cabinet                | Meeting with USG Advisor | Removal from chair position    |   |
| Violation of Article III.B           | Meeting with Executive Cabinet                | Meeting with USG Advisor | Removal from chair position    |   |

**B. Constitution Rewards**

| <b>Reason</b>  | <b>Reward</b> |
|--|---------------|
| Only 1 absence   | 1 Point       |
| No absences  | 3 Points      |
| Participating and receiving credit for more than 3 committees      | 2 Points      |
| Acting as a committee chair and fulfilling all duties              | 3 Points      |
| Fulfilling all duties and responsibilities of the USG Constitution | 5 Points      |

**C. Discretionary Request Guidelines**

When asking for discretionary funds, please include the answers to the following questions in your presentation:

What is your expected attendance?

What is your historic attendance (if applicable)?

Have you reached out to other departments, organizations or committees for funding?

Include a full breakdown of expenses

| <b>Event Title:</b>                                 |                   |                  |                |                 |
|---|-------------------|------------------|----------------|-----------------|
| <b>Category:</b> Mission Statement Related Activity |                   |                  |                |                 |
| <b>Time In:</b>                                     |                   | <b>Time Out:</b> |                |                 |
| <b>Club Name:</b>                                   |                   |                  |                |                 |
| <b>Club President:</b>                              |                   |                  |                |                 |
| <b>Club Advisor:</b>                                |                   |                  |                |                 |
| <b>Club Members:</b>                                | <b>Print Name</b> | <b>Sign Name</b> | <b>Time In</b> | <b>Time Out</b> |
|   |                   |                  |                |                 |
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**E. Co- Sponsorship Sign-In**









**New Club/Organization Application**

Club/Organization Name: \_\_\_\_\_

Club/Organization Mission Statement: \_\_\_\_\_

Will your club/organization require funding from USG? (circle one)

Yes

No

Student Contact Name: \_\_\_\_\_

Student Contact Email: \_\_\_\_\_

Club/Organization Advisor Name: \_\_\_\_\_

Club/Organization Advisor Email: \_\_\_\_\_

I have read and understand the USG Financial Rules found in Article III, Section 1 of the United Student Government Constitution:

\_\_\_\_\_  
Club/Organization President Signature

I have read and understand the USG Club Rules found in Article III, Section 2 of the United Student Government Constitution:

\_\_\_\_\_  
Club/Organization President Signature

I have read and understand the USG Point System Document found in the USG Supplement Document of the United Student Government Constitution:

\_\_\_\_\_  
Club/Organization President Signature

If you have any questions, please contact USG at [usg@moravian.edu](mailto:usg@moravian.edu)

**Club/Organization Advisor Form**

Responsibilities of a club/organization advisor (taken from Article III, Section 2: Club Rules, of the USG Constitution)

- A. All clubs must have a full time Moravian faculty/staff/administrator advisor
  - a. The advisor must attend a minimum of two (2) meetings with the club, per semester

Additional responsibilities include:

- Signing club/organization vouchers
- Overseeing club/organization operations
- Helping to make sure the club/organization is abiding by the USG Constitution, the club/organization's Constitution and bylaws, as well as Moravian College policy
- Any other rules in the club/organization's Constitution

I have read and understand the duties and responsibilities of a club/organization advisor:

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Club/Organization President Signature

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Club/Organization Advisor Signature

**Club/Organization Membership**

\_\_\_\_\_  
Printed Name, President

\_\_\_\_\_  
Signature, President

\_\_\_\_\_  
Printed Name, Vice President

\_\_\_\_\_  
Signature, Vice President

\_\_\_\_\_  
Printed Name, Treasurer

\_\_\_\_\_  
Signature, Treasurer

\_\_\_\_\_  
Printed Name, Secretary

\_\_\_\_\_  
Signature, Secretary

\_\_\_\_\_  
Printed Name, Member

\_\_\_\_\_  
Signature, Member

\_\_\_\_\_  
Printed Name, Member

\_\_\_\_\_  
Signature, Member

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Printed Name, Member

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Signature, Member

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Printed Name, Member

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Signature, Member

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Printed Name, Member

\_\_\_\_\_  
Signature, Member

\_\_\_\_\_  
Printed Name, Member

\_\_\_\_\_  
Signature, Member

**Please attach to this packet your Club/Organization's Constitution.**

In your Constitution, you may want to include:

- Official name of your club/organization
- Club/organization mission statement
- Club/organization purpose
- Duties and responsibilities of officer positions
- Nominations of new officers
- Committees
- Committee Chairs
- Officer eligibility
- Officer Election process
- Removal from office
- Resignations
- Replacement of officers
- Additional finance regulations
- Club/organization internal rules
- Membership rules
- Club/organization objectives
- Additional advisor criteria
- Meeting criteria (ex. club will meet twice a month. Special meetings may be called by the club President with a minimum of 24 hours notice)
- Amendments

Ratified on July 25, 2015

*Rebecca H. Eisenstein*

Rebecca Eisenstein, President