



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

**Created by the Governing Body:**

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## Article I - Purpose

### Section A - 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, concerns, and morale of the Moravian University student body. The United Student Government also acts as the primary liaison between the student body and faculty, staff, and administration.

## Article II - Membership

### Section A - Qualifications

#### Subsection i - All Members

In order to run for a position in 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 the Winter Retreat, the Summer Retreat, the weekly General Meeting Time, and any other responsibility as detailed in Article III-V. The date of the Winter Retreat, Summer Retreat, and the time of the General Meeting 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).

#### Subsection ii - 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 term and meet all other membership requirements outlined above.

## Section B - Elections

The Election Committee, consisting of the non-returning members of USG, will run the Election Process. This committee and the USG Advisor will handle all matters pertaining to elections.

### Subsection i - Seats for Election

United Student Government elections will be held annually in October. The President's Cabinet and the Student Assembly will be elected by a popular vote. The third week of the process in October shall hold the President's Cabinet election process, and the following week shall be the Student Assembly election process. Presidential and Executive Vice candidates will run together on one ticket. Other President's Cabinet positions and the Student Assembly positions will run on individual tickets.

### Subsection ii - Timeline of the Election Process

The interested student must participate in the USG Election Process. The Election Process will take place over five weeks in the fall semester. First, the Election Committee will work with Residence Life to obtain any recommendations from the Resident Advisor community. These highlighted members will receive a personal letter inviting them to partake in the Election Process. The Election Committee will hold an informational meeting, which candidates must attend to be eligible to run. If the candidate cannot make the allotted time, they must contact USG or the Faculty Advisor to notify them, and they must meet separately to obtain the information. Second, the candidate must participate in an interview with a member of the election committee and the USG Advisor to inform the candidate of the full obligation and responsibilities, and to give the candidate campaign materials. Third, the candidate will campaign for one week to collect votes. Finally, the positions will be announced and the candidate will begin the shadowing process.

The informational meeting will take place at the beginning of the first week. The second week will be the interview process. The third week will host the President's Cabinet election campaign, and the fourth week will host the Student Assembly campaign.

### Subsection iii - Student Election Voting

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. For each position that houses multiple seats (i.e. Class Liaisons, North Campus Representative), you may only vote for one candidate. For candidates that are in direct competition with each other (i.e. two separate Presidential tickets or two candidates running for Senator of Dining), you may only vote for one candidate.

Election dates, petitions, 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.

### Subsection iv - The Shadowing Process

In between terms, the newly elected United Student Government body must shadow the present USG body. In the fall semester, each new representative must attend 2 USG meetings. In the spring semester, the new body must attend every USG meeting. In this spring semester, the new body is subject to the strike system.

### Subsection v - Re-Running After Losing Election

In the case that someone loses the election for any of the President's Cabinet positions, they will be allowed to run for a position in the Student's Assembly. They must meet with one of the election committee members and the faculty advisor to notify them of this change in position.

### Subsection vi - Overcrowding Election Clauses

If more than 5 candidates are running for a single position, the USG Election Committee reserves the right to hard-cap the candidate pool at 5 and may advise

candidates to run for another position. In this scenario, the candidates will give a ranked list of the top 3 positions they would like to run for, and a lottery system will choose the five candidates running. The overflow candidates can either choose another position or drop out of the election entirely.

## Section C - Terms of Membership

### Subsection i - Voting Powers

The full voting powers of the governing body are given to the new USG body the day after the Spring semester ends until the end of the following Spring semester. These powers will be reserved for voting on the confirmation of the appointment of remaining Vice Presidents.

### Subsection ii - 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.

### Subsection iii - 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 D - 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 E - 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).

### Subsection i - Attendance-Related Infractions

A member is allotted five informed absences per term. Once the allotted five 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 including the General Meeting, applicable Cabinet meetings, and applicable Committee meetings. If the President, the Advisor, and the General USG account are not notified 24 hours prior to an absence, the member may incur one strike.

1. *Retreat Absences* - Attendance at Winter and Summer Retreats is required by general membership qualifications.
  - a. Consequences/ramifications
    - i. If a member cannot attend any portion of the Retreat, they must email the USG advisor, the USG president, and the general USG email.
    - ii. If a member is unable to attend the entire duration of either the Winter or Summer Retreat, they will forfeit their position on the board unless there is a legitimate reason. Legitimate reasons include, but are not limited to a family emergency or event that has been planned since before the retreat dates were set, or an equally important event or obligation.

- iii. For each late arrival, early leaving, or full day a member is unable to attend, they will incur one (1) strike. If it is an uninformed absence, the member will incur two (2) strikes.
- iv. A member who cannot attend the committee selection portion of the Winter Retreat will be placed on whichever internal committee has a need for another member.

### Subsection ii - Communication Infractions

Failure to respond to an “Important” email, GroupMe message, WhatsApp 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 or communicated through the Important WhatsApp or other group chat 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.

### Subsection iii - Conduct Infractions

The following are specific examples of conduct deemed worthy of strikes:

1. 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 or otherwise directly involved. For the purposes of this clause, a member shall be considered rostered if the member is an active participant of the organization. An individual shall be considered active if they attend one event in the semester.
2. The use of technology during a USG meeting, unless deemed necessary to the meeting will result in one strike. (Technology includes laptops, iPads, phones, smart watches, etc.)
3. 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.

4. 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.
5. Failure of a Vice President to effectively lead their assigned committee will result in the appropriate number of strikes, as deemed by the President.
6. The discussion or distribution of information presented or discussed during a closed vote, closed meeting, or Cabinet meeting with individuals not currently serving on the USG board will result in the appropriate number of strikes, as deemed by the President.

#### Subsection iv - Other Conduct Infractions

The United Student Government President reserves the right to administer strikes for any conduct deemed worthy (i.e. if a representative fails to fulfill delegated tasks and fails to meet reasonable expectations of performance).

#### Subsection v - 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 present vote of the governing body. In order for a vote to take place, at least 50% of the governing USG body must be in attendance.

### Section F - Impeachment

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 require a majority present to pass. In order for a vote to take place, at least 50% of the governing USG body must be in attendance. The impeached official will no longer be considered a USG member and will remove themselves from USG

### Subsection i - Presidential Powers

The President will be in charge of any impeachment motions, resignations, and managing the Strike System in the governing body. At the discretion of the President, an impeached Vice President may be re-appointed to any vacant Student Assembly positions. The Student Assembly will need to vote on the re-appointment.

### Subsection ii - Rerunning for Office

If any impeached individual wants 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 present vote of the Election Committee.

### Subsection iii - 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 G - 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. Individuals appointed to fill a vacancy must swear the oath of office but an inauguration ceremony does not need to be held.

### Subsection i - Student Assembly Positions

Should there be any vacant Student Assembly positions, the United Student Government President holds the sole power to appoint individuals to fill the seats, outside of the election cycle. The Student Assembly must vote on the election at the next General Meeting, with a majority present confirmation vote. In order for a vote to take place, at least 50% of the governing USG body must be in attendance. 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.

### Subsection ii - President's Cabinet Positions

Should there be any vacant President's Cabinet 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. In order for a vote to take place, at least 50% of the governing USG body must be in attendance. Any vote confirming the appointment of members will be considered a closed vote.

Any President's Cabinet 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 III - Organizational Structure

### Section A - The USG Body

The United Student Government shall be composed of 25 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:

- (6) Members of the President's Cabinet
- (19) Members of the Students' Assembly

### Section B - President's Cabinet Positions

The United Student Government President's Cabinet shall consist of 6 members. The members shall not hold more than one position at any time. Those members will hold one of the following positions:

- (1) President
- (1) Executive Vice President
- (1) Vice President of Finance
- (1) Vice President of Club Outreach
- (1) Vice President of Internal Operations
- (1) Vice President of Student Engagement

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

## Section C - Duties of the President's Cabinet

The President's Cabinet will have general duties, for which all members of the Cabinet will be responsible. The members of the President's Cabinet will also have unique duties, for which each is responsible.

### Subsection i - General Duties

1. Attend weekly General Meetings
2. Attend weekly President's Cabinet meetings
3. Serve as a coordinating member to ensure effective communication between the Internal Committees, the President's Cabinet, and the Student Assembly
4. View the USG email daily and organize emails into its correct file
5. Coordinate a Winter Retreat and Summer Retreat to ensure a productive USG in collaboration with the USG Advisor.
6. Any other duties as assigned by the President and Advisor

### Subsection ii - President

1. The President will set the agenda for and preside over 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.
2. The President will oversee the Executive Vice President and Vice Presidents, as well as, advise them in direction and goal setting for Internal Committees.
3. The President shall be required to maintain a seat on the University President’s Council.
4. The President is required to hold regular meetings with their Cabinet.
5. The President is required to hold regular meetings with the COO / EVP / Dean of Students.
6. The President will preside over the Student’s Assembly as the Speaker of the Assembly and facilitate all voting processes within USG
7. The President will oversee the strike system
8. The President will maintain an active role in the Student Orientation Crossing Ceremony, Matriculation, and any other role that the university sees fit

### Subsection iii - Executive Vice President

1. The Executive Vice President will lead and attend meetings in the President’s absence, including the University President’s Council Meetings.
2. The Executive V.P. will have the responsibility to carry out duties given by the Student Assembly or the President
3. The Executive V.P. shall oversee the individual Student Assembly responsibilities (i.e. Senators, Population Representatives, Class Liaisons etc.)

4. The Executive V.P. will oversee the student government email account

#### Subsection iv - Vice President of Finance

1. The Vice President of Finance will be responsible for overseeing the internal Finance Committee and its members, refer to (Article III.C.iii for further information on the Finance Committee)
2. The V.P. of Finance will facilitate meetings as necessary to discuss any relevant financial activities, both externally (clubs) and internally (USG)
3. The V.P. of Finance will be responsible for making regular reports to executive officers and the Student Assembly regarding internal and external expenses, requests, etc.
4. The V.P. of Finance will be responsible for preparing and presenting financial summaries regarding USG budgets and spending, and records such summaries in the required documents in the Finance folder
5. The V.P. of Finance will supervise discretionary requests, reimbursement vouchers, budget allocations, club spending, and any outstanding financial expenditures USG is responsible for monitoring
6. The V.P. of Finance will help coordinate the Club Information Session meeting with the V.P. of Club Engagement
7. The V.P. of Finance has the ability to appoint a vice chair in their absence to fulfill any of their obligations

#### Subsection v - Vice President of Internal Operations

1. The Vice President of Internal Operations will be responsible for supervising and supporting the Internal Operations Committee.



2. The V.P of Internal Operations is responsible for overseeing internal and external initiatives as well as proposals from the student body to administrative members of Moravian University (i.e. Hound Discounts, Hygiene Products).
3. The V.P of Internal Operations will be responsible for assigning duties of the committee to each of its committee members (i.e. website, meeting minutes, promo items, hygiene products, hound discount program, newsletter, etc.)
4. The V.P of Internal Operations will oversee the USG website, passwords, Google Drive, and any USG accounts on other platforms
5. The V.P. of Internal Operations will be responsible for regular reports to executive officers and the Student Assembly regarding internal operations
6. The V.P. of Internal Operations has the ability to appoint a vice chair in their absence to fulfill any of their obligations

#### Subsection vi - Vice President of Club Outreach

1. The Vice President of Club Outreach will be responsible for overseeing the Club Outreach Committee
2. The V.P of Club Outreach will be responsible for presenting during Club Information Sessions (CIS) in collaboration with the V.P. of Finance
3. The V.P. of Club Outreach will assist clubs by giving them the necessary resources to manage their membership, engagement, etc.
4. The V.P. of Club Outreach is able to create initiatives and hold meetings with clubs (such as the Club Council Meeting Series) to allow clubs to have a better experience on Moravian's campus.
5. The V.P. of Club Outreach will be responsible for regular reports to executive officers and the Student Assembly regarding club rosters and any other aspects concerning club activities.

6. The V.P. of Club Outreach has the ability to appoint a vice chair in their absence to fulfill any of their obligations

### Subsection vii - Vice President of Student Engagement

1. The Vice President of Student Engagement will be responsible for overseeing the Student Engagement Committee
2. The V.P. of Student Engagement will create their event checklist at the beginning of the semester
3. The V.P. of Student Engagement in collaboration with the USG Advisor will oversee all event logistics (location, time, date, etc.) to ensure the smooth running of events
4. The V.P. of Student Engagement will oversee USG's social media accounts and is responsible for posting materials for advertising and delegating tasks relating to content creation to the Student Engagement committee members.
5. The V.P. of Student Engagement has the ability to appoint a vice chair in their absence to fulfill any of their obligations

## Section D - Internal Committees

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

### Subsection i - 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 and collaborate with the Moravian University Business Office. During each semester, the committee will be responsible for planning and executing the Club Information Session along with the Club Outreach Committee.

The weekly duties of the Finance Committee members include:

1. Correcting vouchers and handing them over to the Moravian University Business Office
2. Proofreading the discretionary requests prior to presentation
3. Maintain the financial documents in the Finance folder and the USG Office

### Subsection ii - Internal Operations Committee

This committee will facilitate all internal affairs and public relations of the governing body. Specific areas of responsibility include managing University Governance Committee (UGC) assignments, organizational social media accounts, the official USG website, branding items, and secretarial duties. The committee will also be designated with the organization of all official United Student Government proposals.

The general roles of the Internal Operations Committee include:

1. Communications Chair (Newsletter, Campus-Wide Email Updates, Website)
2. Operations Chair (Hygiene Products, Hound Discounts)
3. Office Organizer

4. Two (2) Clerks of the Assembly
  - a. Tasked with recording the minutes of any meeting
  - b. Tasked with ensuring that the meeting minutes are sent to the proper organizations
  
5. Door Sign Changer
  - a. Tasked with switching the two-door signs throughout the duration of the meeting when needed.
  - b. Tasked with placing a blue door sign when the meeting begins and removing the sign once the meeting is over.
  - c. Tasked with placing a red door sign when voting is in progress.
  
6. Parliamentary
  - a. Tasked with advising the body on aspects of the rules of the body set forth in this Constitution and any other binding documents

### Subsection iii - Club Outreach Committee

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 collaborating with the Student Engagement Committee for a semesterly exposition of student organizations (i.e. Club Fair). In order to serve their purpose, the members of the committee will be assigned as 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 Information Session (CIS) meetings alongside the Finance Committee.

The duties of the Club Outreach Committee members include:

1. Attending a minimum of 1 meeting or 1 event per semester of each club they are liaisoning

2. Updating club rosters and information through collecting forms
3. Each liaison will be responsible for contacting clubs about Club Fair

#### Subsection iv - Student Engagement Committee

This committee will maintain student morale by engaging all students in events. The representatives will be responsible for overseeing all event logistics, including the creation, planning, and running of all events for which the USG body votes. Events that the USG body must plan throughout their term include: Club Fair, Orientation, Meet the Reps, Town Hall, Bench Painting, and any other Spirit Events. Responsibilities also include coordinating all social media posts across all platforms (including flyers, advertisements, weekly club event emails) and maintaining a positive image of USG.

### Section E - Students' Assembly Positions

The United Student Government Student Assembly shall consist of nineteen (19) Representatives elected by the University community. The Student Assembly shall be divided into three separate, yet equal representative sub-committees present at Moravian University: Student Class-Year Liaisons, Population Representatives, and UGC Senators.

#### Subsection i - Student-Year Class Liaisons

- (2) Freshman Class Year Liaisons
- (2) Sophomore Class Year Liaisons
- (2) Junior Class Year Liaisons

#### Subsection ii - Population Representatives

- (2) North Campus Representatives
- (2) South Campus Representatives
- (2) Commuter Student Representatives

### Subsection iii - UGC Senators

- (1) Senator of **Inclusive Excellence**
- (1) Senator of Academic Planning and Programming Committee (APPC)
- (1) Senator of Student Wellness
- (1) Senator of Campus Engagement
- (1) Senator of Campus Life
- (1) Senator of Environmental Sustainability
- (1) Senator of Dining

## Section F - Duties of the Student's Assembly

### Subsection i - General Duties

All members of the Student Assembly shall fulfill the following expectations:

1. Attend weekly General Meetings and exercise voting power, on matters listed here (see section...).
2. The Student Assembly shall maintain an active role through participation in the discussion of policies regarding areas of primary interest to members of the University community (see subsections i-iii for more ).
3. Attend weekly (or as needed) assigned internal committee meetings, and any other meeting described in individual responsibilities.

### Subsection ii - Student-Year Class Liaisons Duties

1. Student-Year Class Liaisons shall maintain an active role of engagement and communication with student members of each class year.
2. Class Liaisons will act as the connection to the University for their constituency of students, communicating needs to the Student Assembly.

3. Facilitate meetings on an as-needed basis with fellow class liaisons to ensure effective communication and action on topics that lie in the primary interest of the select liaison's represented class.

### Subsection iii - Population Representatives Duties

1. Act as a primary liaison for the constituency of students residing in their respective housing community of the university.
2. Maintain an active role in USG's Student Assembly, therefore participating in discussions regarding areas of primary interest to student members of the University Community, while putting a specified emphasis on the interests and demands of students residing in their respective housing community.
3. Maintain an active role of engagement and communication with student members of their select constituency, by listening to any questions, comments, and concerns USG may be able to address.
4. Ensure effective communication of USG initiatives and actions to the student members residing in their constituency.
5. Facilitate meetings on an as-needed basis with fellow population representatives to ensure effective communication and action on topics that lie in the primary interest of campus life.

### Subsection iv - University Governance Committee Senator (UGC) Duties

At least one governing body member will attend meetings of the following committees:

1. Senator of **Inclusive Excellence**
  - a. The Senator of **Inclusive Excellence** will be responsible for maintaining and enhancing the relationship between USG and organizations that focus on bringing **inclusivity** to the University Community.
2. Senator of APPC
  - a. The Senator of APPC will be responsible for attending weekly meetings according to the date and time chosen at the discretion of the APPC faculty

members who sit on the committee) regarding the academics of Moravian University. They will report back to USG about the following: incoming courses, courses being removed from the academic catalog, new academic programs, etc.

3. Senator of Student Wellness

- a. The Senator of Student Wellness will correspond with the Counseling Center to create programming (activities and events) for mental wellness on campus and advocate for sexual awareness and violence prevention. The Student Wellness Committee meets every other week unless meeting more frequently is deemed necessary by the correspondent in the Counseling Center.

4. Senator of Campus Engagement

- a. The Senator of Campus Engagement will be responsible for maintaining active communication with major programming entities on campus, most importantly MAC and the Athletics Department. Open communication with these organizations gives USG the opportunity to explore new and engaging programming strategies that are tailored to the college experience. The Senator of Campus Engagement will meet with representatives of these organizations on an as-needed basis, while establishing connections that will benefit the students and organizations involved.

5. Senator of Campus Life

- a. The Senator of Campus Life attends the Greek Council's monthly meetings as well as Safety Committee meetings. They will work closely with the Residence Life staff to update the students of the school through the residence halls. They should also work closely in the election process to obtain RA's opinions on current residents for elections.

6. Senator of Environmental Sustainability

- a. Shall be tasked with scheduling meetings with FMPC (Facilities) to discuss campus infrastructure as well as attending the monthly meeting of the Sustainability Committee.



7. Senator of Dining
  - a. Tasked with bringing any comments or concerns from the student body to the Dining Committee's attention. Culinary Council Meetings or other dining related meetings are at the discretion of the Dining Team

## Article IV - Procedures & Policy

### Section A - Meeting

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

#### Subsection i - Schedule

The time, place, and day of meetings will be decided by the United Student Government President. Tuesdays from 4:45 PM to 6:15 PM are in historic preference due to the importance of a consistent meeting time.

#### Subsection ii - New Business

New Business includes all new requests from the student body, including Discretionary Requests and Club Charter Applications.

#### Subsection iii - Discretionary Requests

Discretionary funds may be requested by any and all Moravian University personnel to enact or encourage student involvement. Discretionary funds may not be requested and/or granted for the purposes identified in the Club and Finance 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 present vote of the governing body. In order for a vote to take place, at least 50% of the governing USG body must be in attendance. For example, there are twenty-three (23) voting members present in the general meeting. 11 of those members vote yes, seven (7) vote no, there are five (5) abstentions including absent voting members who were not able to be present for the general meeting. Majority

of that vote would have to be greater than nine (9) votes, therefore since there were eleven (11) votes in favor of the motion, the motion would pass.

i. Conference related requests -

1. 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.
2. 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.
3. USG funds cannot be used to pay for advisor or faculty conference attendance due to student activity fee conflicts. Faculty can inquire about funding through the Provost/Deans.
4. 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 requester will need to reimburse USG for 100% of the USG allocated funds.

ii. Philanthropy related requests -

1. 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.
  - a. This is due to the fact that student activity fees should be utilized for Moravian students rather than community outreach.

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

#### Subsection iv - Club Charter Applications

Clubs can ask to be created and must fill out this application and present it to the Student Assembly. This application will be sent to the requester through the USG Club email account: [usgclubs@moravian.edu](mailto:usgclubs@moravian.edu). If approved they must create a Constitution within the semester and send it to the Student Assembly in order to receive their funds.

#### Subsection v - 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 (such as discretionary presentations) are approved by the body.

#### Subsection vi - Internal Voting Items

All new business items that require voting will be voted upon, establishing a collective decision made by USG on the future considerations of these items. All voting methods should be carried out in a fair and consistent manner. No guests are permitted to be present during voting because voting is closed to the general public, unless previously approved by USG's Advisor, President, and Executive Vice President. In order for a vote to take place, at least 50% of the governing USG body must be in attendance.

#### Subsection vii - Unfinished Business

Unfinished business shall include all business that was deferred by the body at the last General Meeting. This includes items such as tabled discretionary requests.

#### Subsection viii - Cabinet Meeting Update

The President's Cabinet will discuss covered items in the previously held Cabinet Meeting with the Student Assembly.

### Subsection ix - Committee Update

Each internal and external 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.

### Subsection x - Club Liaison Update

Each club liaison should give a description of club events and meetings that they attended since the previous meeting.

### Subsection xi - Signature Program Proposals

Any member of the governing body can propose signature programs at any point through an in-person presentation to the Student Assembly during a general meeting. In order to propose this idea, the member must fill out the S.M.A.R.T. Goal form by Sunday night before the general meeting. Any signature programs proposed shall be marked in the meeting minutes. The individual proposing the initiative or the committee that has jurisdiction shall give updates to the governing body when the governing body determines it is necessary.

### Subsection xii - USG Events Updates

Allotted time to discuss any upcoming events organized and hosted by USG.

### Subsection xiii - Presidential & Advisor Updates/Announcements

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

### Subsection xiv - General Remarks and 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.

### Subsection xv - Deferred Discussions

Any discussion that was mentioned via meeting minutes, email, Instant messages, etc. to be put off till the next general meeting.

### Subsection xvi - Time of Adjournment and Secretary Signature of Minutes

Once all discussions and topics mentioned in the weekly agenda are reviewed, the President can motion to adjourn the meeting. A general member of USG will second this decision and the general meeting will be officially adjourned.

### Subsection xvii - Closed Meeting

This meeting only includes USG members and the advisor. No guests are permitted, except authorized personnel (Ex. the Dean of Students, the Director of Campus Life, etc). All matters brought up, voted on, and discussed may not be shared. All information brought up and discussed in closed meetings will be fully confidential. The Meeting Minutes for closed meetings are not posted on the website. Cabinet Meetings are considered closed meetings.

## Section B - Voting

General Voting should be conducted during the General meeting, but can be conducted when not in session. All votes that are conducted outside of the General Meeting must be recorded in the meeting minutes of the next General Meeting. (Ex. a new club charter had to be approved because the club wanted to be included in the club fair. The President sent a message in the important group chat to like if someone votes yes, a message to like if someone votes no, and a message to like if someone is abstaining. The President gives a deadline for when the board needs to cast their votes and counts the results. In certain

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

### Subsection i - Motions

Motions must be brought to the body by a member of the Student Assembly and then seconded by a member of the Student Assembly and then passed with a majority present vote. In order for a vote to take place, at least 50% of the governing USG body must be in attendance. Motions can be brought to the body for any of the following reasons:

- Discretionary Requests
- Approval of Past Meeting Minutes
- New Club Applications
- Internal Spending for Initiatives, Events, etc.
- Resolutions for Cabinet Members
- Resolutions representing the opinions of the student body

### Subsection ii - Abstentions

If there is any personal tie to the organization proposing the vote, the member of the Student Assembly must abstain.

The President will abstain from voting unless there is a tied vote. In that case, the President will vote as the tiebreaker.

If an individual is absent from the General Meeting, they will be included in the total number of abstention votes. However, the abstentions will not impact the majority present vote during voting matters, see Article IV Section A Subsection ii.

## Section C - 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 and these changes shall be communicated to the executive boards of the affected organizations within 48 hours of passage.

## Section D - The Election of Student Trustees

The United Student Government will collaborate with the Office of Student Engagement for facilitating the election 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 E - Communication Policies

### Subsection i - USG-Sent Emails

Key emails (determined by the Cabinet and Advisor) 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 and the Advisor. 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.

### Subsection ii - 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 F - Transparency Commitment

### Subsection i - Public Documents

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

### Subsection ii - Redactions

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.

### Section iii - Amendments to Public Documents

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 Information Session (CIS) Meeting.



## Article V - Ratification & Amendments

### Section A - Rules of Ratification

#### Subsection i - Ratification

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

#### Subsection ii

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.

#### Subsection iii

This constitution and all amendments passed must be posted publicly.