



**Mbravian University**  
**United Student Government**  
**Constitution**

**Created by the Governing Body:**

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the duration of at

The informational meeting will take





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 abs



iii. For each late arriv

[Redacted]

[Redacted]

[Redacted]

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



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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.

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### 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. A 2/3 vote is required. At least 50% of the governing USG body must be in attendance. Any vote confirming the appointment of members will be



### 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.







### 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 Mbravian 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 Mbravian 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 liaising

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

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#### 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



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.

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members who sit on the committee) regarding the academics of Mbravian  
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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.

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## 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.

- Mbravian 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.



