

Constitution of the Model United Nations (MUN) Organization at the University of Guelph

Article I: Name and Locations

1. The organization shall be hereby known as the University of Guelph Model United Nations (MUN) Organization.
2. The organization is located on the campus of the University of Guelph in Guelph, Ontario.
3. The name may be abbreviated as “U of G MUN” or “Guelph MUN”.
4. U of G MUN agrees to abide by all CSA, Human Rights, and University of Guelph Policies.
5. U of G MUN agrees to adhere to the contents of this constitution. The constitution shall be reviewed at the end of each club year by the outgoing and incoming President, or amended every 4 years, whichever occurs first. The constitution can be amended by a 2/3 majority vote of the current Executive Team.

Article II: Purpose and objectives

1. To promote a greater awareness and understanding of the United Nations (UN), international politics, and diplomacy. This is to be achieved through the participation of members (U of G students) in both internal and external Model UN conferences.
2. The main objectives of the members of the MUN Organization shall be to:
 - a) participate in one or more university-level Model United Nations conferences each year;
 - b) participate in the training sessions and meetings held on the campus of the University of Guelph for the purpose of preparing members for the conference(s);
 - c) assist with the University of Guelph Model United Nations internal conference held on the campus of the University of Guelph during the Fall Semester of each academic year; and
 - d) organize other activities and programs in accordance with the purpose of the organization.

Article III: Membership

1. Membership in U of G MUN is open to all full-time or part-time students currently enrolled at the University of Guelph.
2. Membership is open to all, regardless of race, ancestry, color, ethnic origin, place of origin, citizenship, creed/religion, gender, sexual orientation, disabilities, age, marital status, family status, record of offences or receipt of public assistance, as per CSA guidelines.
3. Members are defined as individuals who actively participate in club events that include but are not limited to; external conferences, the internal conference, training sessions, general meetings, and social events.

Article IV: Structure of the Executive

1. President
 - a) General oversight of any activities related to the club, its members or executive.
 - b) Ensure that all deadlines related to conferences are met in advance.
 - c) Oversee all finance activities with the rules defined in Article VI(2-5), and have financial signing authority jointly with the treasurer.
 - d) Be primarily responsible for any necessary club related conflict resolution be it with members or the executive body.
 - e) Ensure that all club related activities and decisions are in accordance with the CSA and that the club retains a good standing with the CSA.
 - f) Engage in planning for the clubs future, aid the incoming President with any related material.
 - g) Provide the incoming President and Executive Team with a transitional document outlining the state of the club, expectations for the new team and any other information seen fit.
 - h) Oversee executive team elections.
 - i) In the case of a tie on a decision made by the executive, the President maintains the right to cast the deciding vote.
2. Treasurer.
 - a) Handle all incoming and outgoing club related funds, and have financial signing authority jointly with the President.
 - b) Providing the executive and members with all club related financial information; costs of conferences; and status/health of the clubs finances.
 - c) Overseeing and the booking of hotel rooms, transportation and conference registration in accordance with timelines established by the executive.
 - d) Maintaining finance records in accordance with CSA financial procedures.
 - e) Providing the President with monthly updates on the state of finances and a year-end financial statement, accounting for all transactions in and out of the bank account.
 - f) Providing the incoming Treasurer with all of the related banking material to ensure a smooth transition and up-to-date information.
3. Directors of Training (2 positions)
 - a) Ensuring that members are well trained and prepared for external/internal conferences.
 - b) Developing, expanding, updating and editing training guides to be provided to club members in advance of training sessions.
 - c) Chairing any training related sessions that occur throughout the course of the MUN year.
 - d) Acting as the primary contact for any delegates with decorum or conference procedural related questions.
4. Director of Marketing
 - a) Promotion of the club during their tenure on the executive team, with an emphasis on promotion at the beginning of the fall semester.
 - b) Coordinating all marketing related activities during September for club promotion, including but not limited too; club days, painting of the cannon, classroom talks.

- c) Developing and posting marketing material for the club at approved locations throughout the school.
- d) Providing the director of communications with all material and schedules for posting on social media accounts, club website and email accounts.
- e) Organizing and promoting club social events.
- f) Coordinating with the President and Treasurer to seek approval for all related marketing expenses.
- g) Developing new methods to connect with the student body, providing any necessary feedback for role changes to the President.
- h) Preparation of documents for incoming Director, ensuring a smooth transitional period.

5. Director of Communications

- a) Actively maintaining/updating the email and social media accounts (Instagram, Facebook, Twitter, UoG MUN Email), with current information regarding U of G MUN related activities.
- b) Maintaining and updating the master email list of active members during their tenure, removing and adding members from the list as requested.
- c) Primary source of contact between delegates and the executive team through the related channels.
- d) Relaying pertinent information received in the email account to the appropriate executive team members.
- e) Maintaining the utmost confidentiality with any sensitive information provided through club accounts.
- f) Acts as a liaison for the executive team, providing active members with information at the request of another executive team member.
- g) In the case of account abuse or misuse, immediately informs the President.
- h) Provides the incoming Director with all related account information, ensuring archived information is maintained.

Article V: Executive Team Elections

1. A reporting year for a member of the Executive Team runs from May 1st to April 30th.
2. The incoming president will be a current member of the executive team, appointed by the current serving president in consultation with the current executive team.
3. All other executive positions will be elected by active members of the club, with all members (executive including) receiving one vote.
4. Current members of the Executive Team are to vacate their positions at the end of their term and run for re-election along with all other candidates.
 - a. If an incumbent loses, they will become an at-large member of the club.
5. Candidates are required:
 - a. To be active members of the club during the current U of G MUN year.
 - b. To be a full time or part time student, with the expectation of continued studies during the duration of their term (including Co-Op Work Terms)
 - i. Students who will be on a Co-Op placement must have reasonable and frequent access to campus outside of business hours.

- ii. Members considering or registered to take part in a University of Guelph School Exchange during the term length are excluded from running.
- c. Have participated in multiple U of G MUN events, not limited to external conferences.
- d. To participate in an election night, where candidates are allowed to deliver a 3 minute speech to the clubs active membership.
- e. Not run for more than one position of the Executive team.
- 6. All candidates seeking a position on the Executive Team are to confirm their desire to run by the 3rd Week of February.
- 7. Elections are to be held in the second of week of March.
 - a. The elections are to be conducted through an online election service, with all active members of the U of G MUN email list will receive instructions on how to cast their vote
 - b. Each active member will be allowed to vote for one candidate per executive position or abstain from casting a ballot.
 - c. Voting is to begin on the 2nd Monday of March and continue through the following Sunday night
 - d. Quorum will be reached at a 60% voting rate of active members.
 - i. If quorum is not reached, all results are to be discarded and a new election is to be held with quorum set by a 2/3 majority of the Executive Team.
- 8. Candidates with the highest number of votes will be declared the winner of that position.
- 9. In the case of a tie for an Executive Team position, a run-off vote will be called, with the format, time and location decided by the President.
- 10. In the case of abstention votes surpassing nominee votes, a run-off vote will be held following the terms set in *Article V(8)*.
- 11. All election costs are to be managed in accordance with *Article VI* of this Constitution.
- 12. No executive member shall retain the same seat for more than 2 years, with cumulative Executive Team membership not exceeding 3 years.

Article VI: Finances

- 1. Club expenses under \$50 can be made at the discretion of the Treasurer.
- 2. Expenses between \$50 and \$150 shall be approved by the President.
- 3. Any expenses in excess of \$150 shall be approved by a majority vote of the Executive.
- 4. All expenses incurred by the club are to be journaled in accordance with GAAP.
- 5. Account statements are to be available to the CSA and U of G MUN Executive Members upon request.
- 6. All finance procedures are to follow the role of the Treasurer as found in *Article IV(2)*

Article VII: Meetings

- 1) Annual General Meeting
 - a) Called by the President.
 - b) To be held in the final two weeks of September.
 - c) An annual general meeting will be run by the president for the purpose of

- (1) welcoming new members into the club.
- (2) outlining the conferences to be attended that year.

2) Executive Meetings

- a) Are to be called by the President and chaired by the president unless otherwise specified.
- b) With limited exception, meetings are to be held Monday through Friday.
- c) Executive Members are to convene as a group at a minimum of once every 3 weeks.
- d) Prior to the beginning of the fall semester, all executive members are required to provide their schedule (class, employment, other obligations) to the Director of Communications.
- e) Executive Meetings date, time and location are to be arranged by the Director of Communications.
- f) Any member of the executive can request an additional meeting be called, with prior approval of the President.
- g) Executive meetings are required to have a minimum of half of the executive present.
- h) The President (or whoever has called a meeting) is to provide the executive with a tentative working schedule of topics for the meeting.
- i) Minutes of each executive meeting are to be recorded by the Director of Communication and provided to the executive within 24 hours following the meeting.

3) Training

- a) Training meetings are to be run by the Director(s) of Training in accordance with their responsibilities listed in Article IV(3)
- b) U of G MUN is expected to run a minimum of 5 training specific sessions each semester.
- c) A minimum of 50% of the executive is required to be present for each training session.
- d) All executive members are to participate in training sessions, directed by the Directors of Training.
- e) All training related material is to be available for the executive 3 days in advance of the session and members 24 hours in advance.
- f) All executive members are encouraged to observe the sessions and provide constructive feedback to the Director(s) of Training.

4) Pre-Conference Meeting

- a) Called by the President one week prior to departure for an external conference.
- b) Mandatory (with limited exception) for all conference participants and executive members.
- c) To be run by the President, providing delegates with logistics and scheduling details.
- d) A copy of information is to be provided to attending members during the meeting.
- e) Executives members are to be available through the duration of the meeting to answer any inquiries from delegates regarding logistics for the conference.