

Constitution of the University of California at Berkeley

Model United Nations

Date Prepared:

Date Amended: 4/13/14

Date Approved (Center for Student Leadership staff):

Approved by (Center for Student Leadership staff):

ARTICLE I. NAME

Section 1.01 This organization shall henceforth be named University of California at Berkeley Model United Nations (UCBMUN).

ARTICLE II. PURPOSE

Section 2.01 This organization has been established to pursue the following objectives:

- a. To conduct model sessions of the United Nations and other activities consistent with the purposes and principles of this Constitution;
- b. To advance its members' understanding of the principles of international relations and the means by which peace can be promoted in those relations, specifically to evaluate the role of the United Nations in international relations;
- c. To develop a greater understanding of the nations of the world, their individual and collective policies, and the nature of their participation in the United Nations;
- d. To achieve, through study and participation, an understanding of the purposes, principles, structures, and procedures of the United Nations;
- e. To use the knowledge of the ideas, goals, political views, and philosophies of the member states, not only to emulate or represent a country based upon its past performance in the United Nations, but also to seek new perspectives of the problems that face the world in light of those national characteristics;
- f. To provide a means for students to compete in national and local competitions and hence utilize and evaluate the skills gained from club participation;
- g. To host a conference by the club; starting in the year 2015 (UCBMUN XIX) the conference shall be called the University of California at Berkeley Model United Nations (UCBMUN);
 - i. Acknowledging that the first UCBMUN conference was in 1997;
- h. Promotes discussion and debate of international relations and international political discourse.

ARTICLE III. MEMBERSHIP

Section 3.01 Only currently registered students, faculty and staff may be active members in a registered student organization. Only active members may vote or hold office;

Section 3.02 Active members are further defined as those who fulfill the following requirements:

- a. Participation in the UCBMUN conference;
- b. Payment of membership fees;

- c. Attendance of six (6) meetings per semester;
- d. Attendance at either BayMUN or an intercollegiate conference hosted by another institution;

Section 3.03 A request for an exemption from any of the above requirements must be submitted in writing to the Board of Officers at least 3 days prior to the event in question and are subject to approval by the Board of Officers.

Section 3.04 A member may request inactive member status, implying a temporary suspension of the rights to vote, hold office, and attend away conferences in conjunction with temporary exemption from the duties required of active members, by way of a written request to the Board of Officers. An exemption will be made for members studying abroad they may still vote and run for office if they were active member the semester before they went abroad. To reactivate, a request to return to active member status must be submitted in writing to the Board of Officers. Members may be inactive for a maximum of two semesters total, excluding those semesters that they are participating in study abroad. If members are inactive for more than two semesters, they shall be expelled.

Section 3.05 At the end of each semester, those members who have failed to fulfill any of the aforementioned requirements without securing an exemption shall meet with the Board of Officers to discuss the circumstances surrounding their inactivity and to determine an appropriate course of action.

- a. Failure to fulfill any of the aforementioned requirements is grounds for a semester-long probation period which could include, but is not limited to, increased fees, restriction from socials, and/or prohibition from holding certain offices or positions;
 - i. Failure to comply with the directions of the Board of Officers during the probation period is grounds for expulsion from the organization;
- b. Failure to attend the UCBMUN conference is grounds for immediate expulsion from the organization.

Section 3.06 The Board of Officers shall consider implementing a probation period for those members whose actions they deem inappropriate.

Section 3.07 We will not haze according to California State Law. We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.)

Section 3.08 UCBMUN will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war in a campaign or expedition for which a campaign badge has been authorized).

Section 3.09 The Board of Officers shall semesterly establish an admissions process that serves to ensure a robust & healthy club by determining application, interview, and advertisement processes, or the viability thereof.

Section 3.10 Membership fees shall be collected each semester per the following guidelines:

- a. Newly admitted members shall pay \$40; returning members shall pay \$20;
- b. A deadline to make payment shall be established by the Board of Officers;
 - i. Members shall be charged an additional \$5 for each week they are late to make payment;

- ii. Failure to make payment by the fourth week after the deadline is grounds for expulsion from the organization;
- c. A request to waive fees due to financial or other circumstances must be submitted in writing to that Board of Officers at least 3 days prior to the deadline.;
- d. The Board of Officers may propose a change in fee rates, subject to club approval and requiring a simple majority to pass;

ARTICLE IV. FINANCE

Section 4.01 No organization funds shall be used to purchase alcohol.

Section 4.02 UCBMUN is not liable for any unexpected costs related to away conferences;

- a. The individual traveler assumes all risks. The down payment does not guarantee travel to the conference. If the team is unable to travel, any costs that can be recouped will be reimbursed, but all other costs are the individual's responsibility;
- b. The Directors of Intercollegiate Travel or members on the Board of Officers can request the Board of Officers to help reimburse any unexpected costs from travel that affect the entire travel team and not an individual member.

Section 4.03 The profits from the conference held by UCBMUN shall be reinvested in the conference and in the travel team, at the discretion of the Secretary-General, Deputy Secretary-General, the Directors of the Intercollegiate Travel Team, and, if necessary, other members on the Board of Officers.

Section 4.04 The conference held by UCBMUN aims to utilize the profits in order to subsidize the travel team, at the discretion of the Secretary-General, Deputy Secretary-General, the Directors of the Intercollegiate Travel Team, and, if necessary, other members on the Board of Officers.

ARTICLE V. OFFICERS AND ELECTIONS

Section 5.01 The advisor to the club shall be from the Office of Student Life (OSL) and/or the ASUC Auxiliary and will aid the above-named organization in administrative functions, act as a liaison to the university, and provide guidance for club administration.

Section 5.02 The Board of Officers shall consist of a President, Vice President, Secretary, Treasurer, Directors of UCBMUN Intercollegiate Team (Head Delegates), Secretary-General of UC Berkeley Model United Nations Conference, and Deputy Secretary-General of UC Berkeley Model United Nations Conference;

- a. The responsibilities of the President include, but are not limited to, the following:
 - i. Presiding over all general and officer meetings;
 - ii. Creating and conducting agendas of general and officer meetings;
 - iii. Ensuring that all officers fulfill their duties under this Constitution;
 - iv. Organizing all social and external activities outside the scope of hosting or attending conferences, in conjunction with the Vice President;
 - v. Conducting officer elections in the spring;
 - vi. Conducting the training session of new officers in the spring;
 - vii. Submitting to the OSL a proposal delineating all the goals of UCBMUN for the year in precise detail;
 - viii. Serving as the primary signatory for this organization;
 - ix. Coordinating speakers and debates on international relations within the club;

- x. Appointing any necessary positions, at the discretion of the President, with discussion with the Board of Officers;
- xi. Presenting an annual budget, with the advice & consent of the Secretary-General, subject to approval by the Board of Officers and requires a 2/3 majority to pass;
- xii. The President will act as the primary mediator in any conflicts;
- b. The responsibilities of the Vice President (VP) include, but are not limited to, the following:
 - i. Overseeing the outreach and coordination by UCBMUN with other on-campus and off-campus clubs, such as high school conferences;
 - ii. Organizing professional development opportunities for members;
 - iii. Coordinating any intramural teams or appointing someone to do so;
 - iv. Organizing any club socials and the retreat in conjunction with the President;
 - v. Organizing the big delegate-little delegate program;
 - vi. Assisting the secretary with recruitment;
 - vii. Acting as a liaison between members of the club and the Board of Officers, especially when the mediation of any conflicts is required;
 - 1. Members in conflict can meet privately with the Vice President as a third-party to work out any grievances they may have, in pursuit of maintaining and enhancing the cohesiveness of the club in its entirety;
 - viii. The Vice President shall act as an advisor for club members in the event that any club members have any personal grievances that they would like the Board of Officers to privately, and if preferred, anonymously know about and thereby wish to take action on;
 - ix. Presiding over meetings in the absence of the president;
- c. The responsibilities of the Secretary include, but are not limited to, the following:
 - i. Recruiting club members in conjunction with the VP;
 - ii. Maintaining a photographic record of club activities and events;
 - iii. Making available the times and locations of officer meetings;
 - iv. Posting meeting minutes on the UCBMUN website;
 - v. Recording member attendance at meetings and events for the purpose of determining active membership;
 - vi. Developing and/or revising an officer handbook and a member handbook;
 - vii. Publishing and distributing an annual schedule, to be established by the Board of Officers before the start of the academic year;
 - viii. Maintaining an accurate directory of member contact information and, with member permission, distributing this directory to the club;
- d. The responsibilities of the Treasurer include, but are not limited to, the following:
 - i. Maintaining the club budget on a database in coordination with the liaison to the ASUC;
 - ii. Issuing receipts for all received deposits;
 - iii. Presenting an updated budget to the Board of Officers at the end of each month and to the club twice a semester;
 - 1. Each presentation is to be included in the meeting minutes;
 - iv. Meeting with the liaison to the ASUC to reconcile the budget with the ASUC's records;
 - v. Ensuring that all deposits/expenditures are deposited/distributed within one week of their collection;

- vi. Acting as an ASUC budget signatory and attending all required ASUC budget training workshops;
- vii. Completing ASUC evaluation forms;
- viii. Creating an Office of Finance and appointing members to fulfill the following duties as he or she sees fit, subject to approval by the Board of Officers; If the Treasurer chooses not to create and fill the positions in question, their delegated duties will be assumed by the Treasurer;
 - 1. Assistant Director of Club Finances
 - a) To assist Treasurer in his/ her needs
 - b) To assist Head Delegates in collecting and keeping accounts
 - c) To account for fund raising activities of the club
 - 2. Assistant Director of the UCBMUN conference's finances:
 - a) To assist the Treasurer in his/ her needs
 - b) To keep an account of the home conference finance
- e. The responsibilities of the Directors of the UCBMUN Intercollegiate Team (Head Delegates) include, but are not limited to, the following:
 - i. Fulfilling the tasks involved with sending a team to intercollegiate conferences, namely arranging transportation, accommodation, and training;
 - ii. Determining a schedule of possible conferences to attend;
 - iii. Facilitating, guiding and training members for conferences, including but not limited to, research, procedural preparation, and debate preparation; this preparation is to be held across the year and not specifically limited to pre-conference preparation;
 - 1. This shall include assigning countries and committees in a timely manner, which are then to be verified by the President;
 - iv. Serving as head delegates and attending all related meetings during conferences;
 - 1. In the event that either head delegate cannot attend a conference, a representative shall be appointed to serve as acting head delegate;
 - a) This individual may choose to utilize the benefits of the position;
 - 2. In the event of there being two head delegates, one must attend each conference;
 - v. Being responsible for the health and well-being of members during conferences;
 - vi. Organizing social bonding activities for members during conferences;
 - vii. Providing advice and consultation to members during conferences;
 - viii. Working in conjunction with the Treasurer and Vice President;
 - ix. Representing the intercollegiate team at Board meetings;
 - x. Communicating with the organizers of conferences in which the intercollegiate team participates;
- f. The responsibilities of the Secretary-General of UC Berkeley Model United Nations Conference include, but are not limited to, the following:
 - i. Organizing a successful collegiate-level conference, namely UCBMUN;
 - ii. Representing the conference at Board meetings;
 - iii. Providing updates on conference progress at Board meetings;
 - iv. Assuring that each member of the club has an opportunity to participate in the realization of the conference;
 - v. Submitting to the Board of Officers, members and OSL a proposal delineating the goals of the conference in detail, one week after his/her election;

- vi. Appointing a Secretariat within two weeks of his/her election, potentially composed of at least a Chief of Staff and one or more Under Secretary-Generals of committees to assist in the realization of the UCBMUN conference;
- g. The responsibilities of the Deputy Secretary-General of UC Berkeley Model United Nations Conference include, but are not limited to, the following:
 - i. Assisting the Secretary-General with all aspects of the UCBMUN conference;
 - ii. Representing the conference at Board meetings;
 - iii. Approving the appointments of conference staff;
 - iv. Acting on the Secretary-General's behalf in the event of his/her temporary absence or inability to fulfill his/her duties;
 - v. Assuming the position of the Secretary-General for the rest of his/her term in the event of his/her resignation or permanent absence;
 - vi. Assisting the Secretary-General in developing a plan for conference management to be presented to the Board of Officers and the club at the beginning of the academic year;

Section 5.03 Other Functions of the Board of Officers:

- a. The Board of Officers is encouraged to conduct a retreat for the club members;
- b. The Board of Officers is encouraged to create and host a DeCal on the United Nations, not necessarily run by the Board, but supported by the Board and the club members.

Section 5.04 Cabinet Appointments:

- a. Each officer must create a written proposal describing the responsibilities of each cabinet/secretariat appointment that s/he deems is necessary;
 - i. Both the officer and corresponding cabinet/secretariat member must agree on the proposal, sign and submit it to the Secretary, where it will be considered a contract;
 - ii. Each officer is ultimately responsible for ensuring that all delegated tasks are carried out;
- b. Each cabinet appointment is subject to approval by the Board of Officers;
- c. An officer cannot simultaneously be designated another officer's 'second-in-command'.

Section 5.05 Selection of Officers:

- a. Members interested in running for an officer position must be nominated for that position one week prior to the date of the election;
- b. The Secretary-General and Deputy Secretary-General of UCBMUN shall be elected directly, if possible, by ballot or consensus within two weeks following the close of the UCMBUN conference, or at the earliest possible time;
- c. The other officers shall be elected directly for each position, if possible, by ballot or consensus at the close of the academic year, or at the earliest possible time;
 - i. Candidates for President must attend at least 50% of the meetings for the last semester they were at UC Berkeley before they run for office, beginning fall 2014;
 - ii. Candidates for Head Delegates must have attended two (2) conferences prior to running for the office, which includes BayMUN;
- d. The President and Secretary-General pro tem shall oversee the selection process, per the following guidelines:
 - i. Each candidate will submit a platform, no longer than a 1 page of bullet points, not including qualifications;
 - 1. The President will distribute the platforms to the club at least 24 hours prior to the election;
 - 2. Each candidate's platform will be projected during the election;

- ii. Each candidate will give a 3 minute speech and participate in a 5 minute 'Question-and-Answer' session;
- iii. In the event that one candidate does not achieve a 50% + 1 majority, a runoff will occur;
- iv. The President shall oversee a proxy vote process where all active members unable to make it to the election will email the President their votes prior to the election;
 - 1. Members voting by proxy shall rank the candidates for each position to ensure that their votes are counted in the event of a runoff;
 - 2. Only proxy votes sent via email to the President shall be accepted;
- v. Election fraud shall be prevented through the use of specially printed ballots and the counting of ballots in front of the club;
- vi. In cases where either the President or Secretary-General is a candidate, the other will select an officer who is not a candidate for the office to aid in overseeing the election;
- vii. In cases where both the President and Secretary-General are candidates, the President shall ask the OSL advisor to oversee the election process;
- e. Candidates may run for more than one office, but no one may hold more than one elected office;
 - i. Should a candidate possess the highest vote total for two or more offices, s/he will decline the excess of offices of his/her choice; the candidate with the next highest vote total for any declined office will take the office;
- f. Only members that have been active members the semester of the election are eligible to vote and to hold office;
 - i. In the event of a special election in the fall semester, new members that have not completed the eligibility requirements for the club may still vote in the special election;
- g. In case of resignation of one of the 5 officer positions (excluding President, in which the Vice President succeeds, and Secretary-General, in which the Deputy Secretary-General succeeds) there will be a direct election presided over by the rest of the officers for that position;
- h. In case of gross negligence of duties by a member of the Board of Officers, the other officers should first try to resolve the issue; in case of a failed resignation request, 2/3 of officers must vote to go to the club and present the case for impeachment of the negligent officer; a 2/3 vote of club members is necessary for the officer to be impeached; if a vote succeeds, nominations should take place immediately and elections for the said position should be held at the next meeting;
- i. The Board of Officers should encourage a clean election where candidates run on the merits of their own platform rather than the demerits of other candidates' platforms; any candidate found promising positions on the secretariat shall be reported to the Secretary-General or President, provided the Secretary-General or President are not candidates; the Secretary-General or President will take necessary action as required;

Section 5.06 Terms:

- a. The terms of the officers shall begin at the end of the last general meeting of the spring in which they are elected and shall end at the end of the last general meeting the following year;
 - i. Before the end of the academic year, the newly elected officers (including the new Secretariat) shall meet with the outgoing officers to ensure a successful transition.

ARTICLE VI. MEETINGS

Section 6.01 General meetings are defined as meetings of the entire membership and will be held once a week for the duration of the academic year unless otherwise determined by consensus of the Board of Officers;

- a. Meetings will be called by the President.

Section 6.02 Meetings of the Board of Officers must be held at least fortnightly, unless otherwise agreed upon by unanimous consent of the Board of Officers; all meetings of the Board of Officers shall be open to the membership, except when the Board elects to restrict attendance or conduct business in private by majority vote; the general membership shall be given notice of the time and place of all such meetings once week in advance.

Section 6.03 A member of the Board of Officers can call for an emergency meeting of the Board if a need arises before the next scheduled meeting has been scheduled. Members will be notified of emergency meetings via email.

Section 6.04 Quorum shall be established at one-fourth the total membership.

Section 6.05 Meetings shall follow the following guidelines:

- a. The first meeting of the academic year shall outline the goals of the club and serve as an introduction for new members, with an explanation of what this club does;
- b. One meeting shall dedicated to each upcoming away conference, preferably immediately preceding the conference;
- c. Beginning in December, meetings shall be dedicated to the UCBMUN conference;
- d. Post the UCBMUN conference, a series of meetings shall be dedicated to elections;
- e. The Board of Officers will host a new member orientation at the start of each semester to educate new members on UCBMUN.

ARTICLE VII. CONSTITUTIONAL AMENDMENTS

Section 7.01 Any member can propose an amendment;

- a. All amendments, additions, or deletions to this Constitution shall be adopted after a two-thirds vote of all present members;
 - i. At least one week shall pass between a proposed amendment and a final vote;
 - ii. Amendments may be proposed anonymously;
- b. All amendments, additions or deletions must be filed with the Center for Student Leadership at the relevant address;
- c. All amendments, additions or deletions must be filed with the ASUC Office of Student Affairs, at the relevant address, within one week of adoption.
- d. All amendments, additions or deletions to this document must be filed with the LEAD Center in 102 Hearst Gym.

ARTICLE VIII. DISSOLUTION

Section 8.01 If the membership of the above-named organization falls below five active members and unanimously votes to dissolve, the above-named organization shall be dissolved;

- a. All unspent ASUC funds shall remain the property of ASUC, all Graduate Assembly funds shall remain the property of the Graduate Assembly. Remaining privately-obtained funds may be

donated to another nonprofit organization with prior approval of the ASUC Senate Finance Committee;

- i. All privately obtained funds shall be donated to the United Nations Association of the East Bay, a non-profit organization.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 9.01 All points not covered in this Constitution will defer to the parliamentary authority of the latest edition of Robert's Rules of Order.