

# MODEL UNITED NATIONS

## Constitution of the Model United Nations Club of George Mason University

Drafted on April 6, 2011

### ARTICLE ONE – NAME OF ORGANIZATION

The name of this organization shall be the Model United Nations Club of George Mason University, hereinafter referred to as Model UN or MUN.

### ARTICLE TWO – PURPOSE OF ORGANIZATION

1. **Purpose:** The purpose of this organization is to:
  - a. To represent the United Nations in the community through conferences and simulations;
  - b. To simulate the various functions of the United Nations, inter-governmental organizations, and other international policy institutions;
  - c. To train students to become representatives in different situations utilizing real-world experience in diplomacy;
  - d. To develop leaders prepared to lead in a world pressed with increasingly important foreign policy issues.

### ARTICLE THREE – MEMBERSHIP

1. **Non-discrimination policy:** Membership in this organization will not be restricted on the basis of race, color, ethnicity, religion, national origin, physical or mental disability, sexual orientation, veteran status, gender identity, gender expression, sex or age.
2. **Membership:** All currently enrolled undergraduate or graduate students of George Mason University with a minimum academic achievement record (defined as a cumulative grade point average of at least 2.0) are eligible to become members of the Model United Nations Club:
  - a. **Active Membership:** Any eligible student who has attended at least one scheduled meeting of the current academic year shall be considered an active member of the Model United Nations Club;
  - b. **Voting Membership:** Any active member of the Model United Nations Club who has attended five scheduled meetings of the current academic year and has fulfilled one of the two following criteria shall be considered a Voting member, eligible to nominate candidates for leadership positions and to vote in elections for leadership elections:
    - i. Attended at least one collegiate Model United Nations or Model Arab League conference as a member of the George Mason University Model United Nations Club,
    - ii. Paid in full for at least one upcoming collegiate Model United Nations or Model Arab League conference as a member of the George Mason University Model United Nations Club
    - iii. Provided assistance during at least one conference hosted by the George Mason University Model United Nations Club.
  - c. **Honorary Membership:** Any individual who is not currently enrolled as a student at GMU may be conferred honorary membership status by a simple majority vote of the club.
  - d. **President's Discretion:** If a situation occurs where there are not enough club members are eligible for voting membership, the Club President shall determine which members are able to vote in elections for leadership positions.

3. **Retraction of Membership Privileges:** Membership in the Model United Nations Club is a right, not a privilege, and may be retracted under one of the following circumstances:
  - a. Any individual who fails to maintain the minimum requirements for participation in a student organization, as determined by the Office of Student Involvement of George Mason University, will immediately have all membership privileges revoked;
  - b. Any individual who fails to uphold the distinguished standards of the Model United Nations Club may have their membership privileges revoked by a simple majority vote of all other members in good standing, effective immediately.

#### **ARTICLE FOUR – OFFICERS AND ADVISOR**

1. **Officers:** The officers of the Model United Nations Club shall include the following positions:
  - a. **President:** The President shall be the head representative of the Model United Nations Club. He or she shall preside over meetings of the Club and officers, register for conferences, appoint head delegates, assist in training members to fulfill their role as delegates, be the final arbitrator of disputes between members pertaining to relevant issues, attend financial workshops, and oversee the continued development and outreach of the Model United Nations Club;
  - b. **Vice President:** The Vice President shall assist the President, oversee any responsibilities delegated to him or her, and serve as Acting President when the President is unable to fulfill his or her duties, and oversee continued development in Marketing, Public Relations, and Information Technology;
  - c. **Treasurer:** The Treasurer shall oversee all financial expenditures, prepare and submit all invoices, process payments for collegiate conferences, monitor finances for conferences we host, attend financial workshops, and regularly give updated financial reports;
  - d. **Secretary:** The Secretary shall keep the minutes of all club meetings, regularly correspond with club members via email or other means of communication, notify members of meetings, and administer the day-to-day activities of the organization;
  - e. **Secretary-General, high school conference:** The Secretary-General, in conjunction with additional Secretariat members appointed at his or her discretion and the Treasurer, shall oversee the development, hosting, and funding of a Model United Nations conference for high school students;
2. **Terms of Office:** Each term of office shall consist of one academic year, commencing after the end of year transition meeting at the conclusion of the spring semester.
3. **General Requirements of Officers:** All officers of the Model United Nations Club must maintain their enrollment at the University and be in good academic standing at all times or face expulsion.
4. **General Responsibilities of Officers:** All officers must uphold the ideals of the Model United Nations Club and be an exemplary figure for other members of the organization by:
  - a. Regularly attending all officer and general meetings unless it conflicts with academic proceedings;
  - b. Upholding his or her position's duties as elaborated previously;
  - c. Participating in organizational activities and helping train new members;
  - d. Deciding which conferences or other events the organization shall host or attend after consultation with and the informed opinion of active members;
  - e. At least one officer shall be required to attend all conferences, events, and functions in which Model UN participates.
5. **Removal of Officers:** If an officer is no longer able to fulfill his or her duties, he or she may be removed from office:

- a. **Voluntary Withdrawal:** In the event that an officer is unable to fully perform his or her duties for any reason, he or she may submit written documentation confirming his or her withdrawal; his or her duties will be distributed to the other officers until such a time that another officer may be elected in his or her place in accordance with the proper procedures set forth in this document;
  - b. **Impeachment or Involuntary Withdrawal:** In the event that an officer is unable to fully perform his or her duties for any reason, he or she may be involuntarily withdrawn from duty, noting:
    - i. A vote may only take place at a meeting open to all active members, publicized at least one week in advance;
    - ii. The officer in question may have an opportunity to answer the charges brought against him or her, either in person or through written documentation;
    - iii. Votes for impeachment must be conducted through secret ballot and receive a 2/3 vote of voting members in the affirmative in order to take effect.
6. **Advisor:** The primary advisor shall be a full-time member of the faculty or staff at George Mason University, noting:
- a. **Role of the Advisor:** The advisor may offer guidance and support for the organization, but may not have a vote.
  - b. **Removal of the Advisor:** An advisor may be removed if he or she does not fulfill his or her duties or adhere to the standards set by the Office of Student Involvement of George Mason University, following the procedures for involuntary withdrawal of an officer.

## ARTICLE FIVE - ELECTIONS

1. **Date of Elections:** Annual elections shall be held prior to April 15<sup>th</sup> of each spring semester:
  - a. **President, Vice President, Treasurer, Secretary:** Elections for these positions shall be held prior to April 15<sup>th</sup> of each spring semester.
  - b. **Secretary-General, high school conference:** Election for this position shall be held on a date no later than one month after the conclusion of the high school conference or before the commencement of the spring semester exams period, whichever comes earlier.
  - c. **Transition of Power:** The duties of each officer shall be transition from the incumbent to the officer-elect at the end of the spring semester following a transition meeting. Officers elected mid-semester as a result of a vacancy or resignation from office shall assume their duties following the election.
2. **Nominating Procedure:** Voting members in good standing may nominate another voting member of the club through email, written submission, or in-person at a general meeting of the organization at least 24 hours in advance of the election.
3. **Presentation of Qualifications:** Nominees may submit a written account of their qualifications to be distributed to voting members via email and at a general meeting when elections are occurring. In addition, nominees may also make speeches of no more than 3 minutes at a general meeting when elections are occurring.
4. **Method of Voting:** After and only after nominations and presentation of qualifications have occurred, voting may occur, noting:
  - a. Voting members solely may cast their vote through a secret ballot;
  - b. Election for each position will be held separately, beginning with President and moving down in hierarchy in the order listed in this document;
  - c. Votes must be tallied by an independent party of at least 2 people, identified as:
    - i. Members of the organization graduating after the current semester,

- ii. Advisor(s) of the organization, or
  - iii. Other non-biased individuals as determined by the Office of Student Involvement;
  - d. Candidates must receive a simple majority, not plurality, of votes in order to win;
  - e. In the absence of a single candidate garnering a majority of votes, a runoff election will be immediately held between the top two vote-getting candidates via secret ballot.
5. **Procedure for Runoffs:** In the event of a tie, a runoff election will be immediately held between the tying candidates via secret ballot and repeated until there is a single winner.
  6. **Transition Period:** Officers-elect should make every effort possible to meet with their predecessor to facilitate the transfer of institutional knowledge and accrued paperwork.

## ARTICLE SIX – MEETINGS

1. **General Meetings:** The club shall hold open meetings convenient to members of the organization at least once per month, at a time decided upon by majority vote of the officers at the beginning of the semester.
2. **Officer Meetings:** The officers shall hold closed meetings at least once per month, and ideally once per week.
3. **Special Meetings:** The President or his or her delegated representative may call for special meetings of a subsection of the membership of the organization, especially preceding conferences and special events.
4. **Supervision:** The President or his or her delegated representative shall preside over all club and officer meetings.
5. **Quorum:** A simple majority of voting membership plus one officer must be present for all meetings in which important votes, such as selecting conferences or holding elections, are being conducted.
6. **Rules of Order:** All meetings will be held according to the latest edition of *Robert's Rules of Order*, to be enforced at the presiding member's discretion.

## ARTICLE SEVEN – FINANCE

1. **Annual Dues:** The Model United Nations Club shall not charge dues of active members of the organization.
2. **Conference Payments:** The organization shall collect full payment in advance of all conferences; such monies are non-refundable if an individual's position or attendance has been confirmed and may be returned only under extreme circumstances, at the discretion of the current officers.
3. **Expenditures and Oversight:** The following individuals shall have the power to spend money on activities of the Model United Nations Club as permitted by George Mason University:
  - a. **President:** The President shall have the authority to approve all expenses pertaining to the general activities of the organization, attending conferences, and special events. All expenditures over \$25 must be approved by the Vice President or Treasurer and reported to the membership of the organization in a timely manner.
  - b. **Treasurer:** The Treasurer or his or her delegated representative shall have the ability to carry out all purchases or other expenditures, at the sole direction of the President.
  - c. **Secretary-General, high school conference:** The Secretary-General of the high school conference shall be delegated the ability to spend money solely for items pertaining to the annual high school conference hosted by the organization. All expenditures over \$25 must be approved by the Treasurer or President and reported to the membership of the organization in a timely manner.

4. **Revenue and Oversight:** The Model United Nations Club may raise revenue from conferences and special events at the discretion of the current officers of the organization, noting:
  - a. **Public Disclosure:** All revenue raised must be reported to the membership of the organization in a timely manner and made publicly available;
  - b. **Ethical Procedures:** Checks and other forms of payment received should be immediately reported to at least two officers of the organization and deposited or processed within one week. If requested, receipts should be provided to paying party in a timely manner. All individuals interacting with money should always follow the highest commonly accepted ethical procedures at penalty of involuntary withdrawal from the organization and referral to the appropriate authorities.

#### **ARTICLE EIGHT – AMENDMENTS**

1. **Proposal of Amendments:** At a general meeting, any active member of the organization may present a petition to amend the Constitution of the Model United Nations Club, noting:
  - a. A detailed written account of the changes should be presented.
  - b. Copies of the original and revised Constitution should be made available for review.
  - c. At the discretion of the presiding officer, the petitioning member may speak to explain the proposed amendment(s).
2. **Approval of Amendments:** Following the proposal of one or more amendments, the organization may choose to ratify such changes, noting:
  - a. There must be a 72-hour minimum period in which the amendment is made available to all members of the organization through email for review and input;
  - b. A vote on the proposed changes may only be conducted at the next general meeting or, if no future general meetings are scheduled for the current semester, a special meeting open to all members with at least 48 hours notice;
  - c. Minor revisions to the amendment during the observation period are permissible, but all members must be notified of these changes at least 24 hours before the meeting during which they will be voted on;
  - d. A vote to enact the amendment(s) requires an affirming vote from at least 2/3 of all voting members present;
3. **University Review:** The Office of Student Involvement must review all amendments in the same manner as a completely new constitution.

#### **ARTICLE NINE – RATIFICATION**

This constitution shall become effective upon approval by a ¾ vote of the membership and the Program Coordinator for Student Organizations.

#### **ARTICLE TEN – DATES OF RATIFICATION**

- Drafted on April 6, 2011
- Updated on June 10, 2015
- Amended on March 17, 2016
- Amended on May 12, 2016