

Constitution

Of The

UNIVERSITY OF MANITOBA

MODEL UNITED NATIONS CLUB

Article I

Title

This document shall be called the Constitution of the University of Manitoba Model United Nations Club. It shall be the ruling form of organization and procedure for the University of Manitoba Model UN Club (hereinafter also to be called “UM-MUNC”).

Article II

Definition of the Model United Nations

Model United Nations or an MUN Conference is based and centered around teaching its participants (referred to as delegates) of the workings of the United Nations demanding of them to partake in debate while taking up leadership roles. The entire concept revolves around imparting detailed knowledge on global grievances and discussing international efforts to combat them, whilst maintaining ties with the other members of their committee to reach towards conclusive and effective solutions through written resolutions.

Goals and Purpose

The goal of the Club is to promote awareness about Model UN within the University of Manitoba community and in the province of Manitoba. The Club will involve the General Student Body, the Staff, Faculty and Alumni of the University of Manitoba in a richer politically stimulating experience on the University of Manitoba campus.

UM-MUNC will serve as a resource that trains interested students in Model UN and its various formats (HarvardMUN, UN4MUN, etc.) and prepare delegates for upcoming conferences that they

might choose to attend. The Club will also host intra-university conferences on a small scale (simulating 1 or 2 committees) open to all students of the University of Manitoba. Participants need not necessarily be a part of the Club to partake in this simulated conference and certificates/prizes will be given out to the best delegate and outstanding performers in each committee.

In the foreseeable future, the vision for this Club is to generate enough interest and garner enough support and funding to be able to host an annual conference that invites other universities and their students to Winnipeg for the annual University of Manitoba Model United Nations Conference. The three-day conference can be hosted in either the months leading up to the summer (March-April) or the months leading up to the fall semester (August-September).

Article III



Membership

A. Definition of a Member

1. All Students, Faculty and Alumni of the University of Manitoba are welcome and encouraged to join the Club.
2. A member is free to leave at any time, once they have notified the secretary of the Club that they are doing so.
3. All members of the Executive must be members of the Club.
4. A member may hold only one Executive position at a time.

Article IV

The Executive and their Duties

A. Function

The function of the Executive shall be to oversee the organizing and function of the Club while hosting and organizing social events, training events and info sessions. The Executive will also advise the selection of the Organizing Committee for the

Annual University of Manitoba Model United Nations Conference and any mock intra conferences held during the year.

B. Definition

The Executive shall be made up of the following voting and non-voting/advisory members:

Voting Members:

1. President
2. Vice-President
3. Secretary
4. Director of Finance
5. Director of Public Relations
6. Media Representative
7. UMSU Director
8. Member-at-large
9. Past-President

Each member receives *one* vote.

Non-Voting/Advisory Members:

1. Alumni Representative

C. Election or Appointment of Executive Members

The following positions shall be filled by persons elected to the position by the General Club Members. In accordance with the elections procedures outlined in Article V. Section A. of this Constitution:

1. The President
2. The Vice-President
3. The Secretary
4. Director of Finance
5. Director of Public Relations
6. Media Representative
7. UMSU Director

8. Member-at-large

D. Duties

1. General Executive Duties:

- a) To arrive on-time to every Executive Meeting.
- b) To assist the President in organizational duties.
- c) Must adhere to a strict code of confidentiality regarding matters discussed behind closed doors.
- d) Shall perform other duties that may be required by the Club.
- e) To attend and vote at all Executive and General Meetings.

2. President:

- a) To act as the chairperson and plan all Executive and General Meetings.
- b) To be responsible for Club activities and to delegate authority to other Executive Members.
- c) To organize fund raising functions and social events when necessary.
- d) To act as the primary Signing Authority for the Club.
- e) To oversee the financial expenditures of the Club with the Treasurer.
- f) Shall vote **only in the event of a tie** within Executive decisions where their vote will be the deciding vote.
- g) To prepare the Agenda for all General and Executive Meetings.
- h) Shall oversee all Standing Committees.
- i) To act as chairperson at the Election of the following year's Executive at the Annual General Meeting (AGM) of the Club.
- j) Must assume the duties of Past-President for a minimum of three (3) months.

3. Vice-President

- a) To act as chairperson at all General and Executive Meetings, in the absence of the President.
- b) Shall keep and have available current copies of the Constitution and bylaws.

- c) Shall be responsible for making necessary arrangements to conduct meetings of the group.
- d) To report any and all grievances from the Members of the Club to the Executive, at all times protecting the anonymity of the grievant member.
- e) Shall participate in all Standing Committees.

4. Secretary

- a) To record the minutes of all Executive and General Meetings and distribute them to the members.
- b) To keep a record of the attendance at all meetings.
- c) To correspond communication of and for the UMMUNC Executive.
- d) To schedule and inform all members of every meeting decided with the consensus of the Executive.

5. Director of Finance

- a) To keep concise financial records of all Club events and to report all expenditures to the Executive, upon the request by the Executive.
- b) Shall have Signing Authority of all Club accounts.
- c) Shall oversee one Standing Committee.
- d) To compile a Year End Report for the Club which shall be presented to the University of Manitoba Student Union, and at the Annual General Meeting of the Club.
- e) Shall manage applications for Society Grants to the UMSU, and aid Members in applying for individual Grants through UMSU.

6. Director of Public Relations

- a) Shall be responsible for fostering Model United Nations involvement both on and off the University of Manitoba campus.

- b) Shall maintain connections with other relevant student groups and organizations.
- c) Shall work to bring relevant speakers to campus to educate Club members as well as non-members on international affairs.
- d) Shall be responsible for all public relations of the University of Manitoba Model United Nations Club and must work to create a positive image for the student group.
- e) Shall oversee one Standing Committee and attend Arts Council (ASBC) meetings.

7. Media Representative

- a) Must work along with the Director of Public Relations.
- b) Must be responsible for issuing press releases and publishing advertisement material for the student group.
- c) Shall maintain and manage social media profiles for the student group.
- d) Shall be responsible for advertising and promoting all Club events.
- e) Shall be responsible for all social media aspects of the Club.
- f) Shall be responsible for sending official invitations to institutions for any events, including but not limited to the annual conference.

8. UMSU Director

- a) To represent the interests of the Club at University of Manitoba Students' Union (UMSU) council meetings that occur bi-weekly during the term.
- b) To report at the following meeting of the association any relevant information attained at the UMSU council meeting.
- c) Shall submit an UMSU Council Report, upon request by the Executive.

9. Member-at-large

- a) To represent and express the concern of the general Club members to the Executive.

- b) Shall oversee one Standing Committee and attend Arts Council (ASBC) meetings.

10. Past-President

- a) Shall provide guidance to the executive and aid in the smooth transition between Executives, maintaining continuity.
- b) Shall plan the first event of the term.

Article V

Decision Making Processes and Procedures

A. Elections

1. The current Executive will slate, with the consent of members slated for, the new Executive. Consequently, if no nominations to positions occur at the AGM, the slated members will assume office for the next term by default.
2. A Chief Returning Officer will be elected by the Executive before every AGM, which will be held at the start of every term, to oversee the election process.
3. Members of the Club shall vote by **secret ballot at the AGM**.
4. Any individual attending the AGM that is a member of the Club may nominate a current member to run for elections for candidacy. Once nominated, the nominee must accept the nomination and it must be seconded by another member in order to move forward.
5. If more than two (2) candidates run for a position, then two-thirds of the popular vote must be attained to assume the position. If no one reaches the required quota on the first ballot, then the top three (3) candidates will be selected, and another vote will ensue.
6. If an executive position becomes vacant, the Executive will appoint a replacement for the remainder of that year.

B. Removal from Office

1. The Executive has the authority to remove an Executive Committee member from their position when:
 - a) Their behaviour and/or actions are not consistent with this Constitution; or
 - b) They are absent from three consecutive meetings of the Council without sending regrets to the Secretary.

If either of these conditions occur, the Executed must provide two weeks' notice to all Executive Committee members that the matter is to be discussed at the next meeting. Termination of an Executive Committee member's position may only be authorized through a vote passed by three quarters of the Executive.

2. Executive Members under the threat of removal will be entitled to all the rights under the University of Manitoba Disciplinary Act.

C. Finances

1. Signing authority for the Club General Account and other financial documents shall be vested in the President, the Vice-President and the Director of Finance.
2. Expenditures of Club funds must be approved at Executive meetings by a quorum.
3. Unexpected requests for Club funds of not more than one hundred dollars (\$100) may be approved without formal presentation at a Council meeting by a majority vote of the Executive Committee, in consultation with the Director of Finance. The expense must be added to the subsequent Club Executive meeting agenda with explanatory evidence.
4. Notice of motions involving expenditures over five hundred dollars (\$500) must be given to Executive members two weeks prior to meetings at which they are voted on.
5. The fiscal year of the Council shall end on July 31 of each year.
6. No Executive Member shall expend any money of the Club or bind the Club or pledge its credit or enter in any contracts on its behalf without the express authority of the Executive Committee.

D. Meetings

1. Use of Quorum in Council proceedings:

- a) Quorum for Executive Meetings must be at least two-thirds (2/3) of the total members, unless otherwise stated in this document.
 - b) Members, unless otherwise stated in this document.
2. The Executive will meet **not less than** once a month, **during Regular Session and at the discretion of the Board during summer/holiday period**. General Meetings will occur once a year in the form of the Annual General Meeting (AGM) unless otherwise called for as special meeting by the Executive.
 3. All meetings will be governed by Robert's Rules of Order.

Article VI

Compliance with UMSU and UMSU Clubs Policies and Procedures

The University of Manitoba Model United Nations Club will follow all bylaws, policies, and procedures of the University of Manitoba Student's Union (UMSU) especially those found in the UMSU Student Clubs Policies and Procedures document.

Article VII

Amendments to this Constitution

A. Notice of Motion

This Constitution is subject to Amendments under the condition that Notice of Motion is required at the previous Executive meeting.

B. Passage of Amendment

1. Any Amendment of this Constitution must be passed by seventy five percent (75%) of the members constituting quorum at general Club meeting.

2. A copy of the amended Constitution must be submitted to UMSU within two weeks of the meeting.

Article VIII

Proxies

A. Designation of Proxy

1. If a member is not able to attend a Meeting, he/she may notify the President designating a non-voting/advisory Member to vote in their place.
2. One proxy is allowed per Member.

Article IX

Special Meetings

A. Calling of Special Meetings

1. The Executive has the privilege to call a Special Meeting of the Executive or General Membership, if it so desired.
2. If Quorum of a Meeting is not achieved, the Meeting will be held without ratification of business.

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