

# **Constitution of Model United Nations “UTMUN Club”**

## **I. Article One — Name and Purpose**

**I.1.** The official name of this recognized student group is Model United Nations “UTMUN Club”

**I.2.** The purpose, objectives, mission and/or mandate of the organization is to:

**I.2.1.** Provide participating high school students, hereafter to be referred to as the “Delegates”, with unique and exciting educational opportunities as they draft resolutions, engage in heated debates and master the art of diplomacy and negotiation by hosting a Model United Nations Conference using the University of Toronto as a conference venue.

**I.2.1.1.** Delegate participation is open to all secondary-level, or highschool, students.

**I.2.1.2.** A group of delegates from the same secondary-level institution, hereafter referred to as a “Delegation”, may be accompanied by instructor(s) or teacher(s) from the secondary-level institution, hereafter to be referred to as “Faculty Advisor”, whose role is to be strictly supervisory in nature.

**I.2.1.3.** Faculty Advisors shall in no way participate in UTMUN in the capacity of a Delegate.. This extent of involvement by a Faculty Advisor shall constitute an infringement of the academic integrity of the Conference.

**I.2.1.4.** Faculty Advisors may attend committee sessions as observers if they are supervising a delegation but shall not engage in debates, draft resolutions, or otherwise participate as a Delegate.

**I.2.2.** Prepare Delegates for collegiate-level debate and research through their participation in an annual UTMUN Conference;

**I.2.3.** Promote knowledge of the United Nations and pertinent global issues to all participants of UTMUN and the university campus society in general.

## **2. Article Two — Membership and Membership Fee**

**2.1.** The group shall maintain a list of group members who have acquired general membership status and, if applicable, their designated role in the annual UTMUN conference.

**2.1.1.** The above parties must register or request registration with UTMUN to be recognized as a general member and voting member.

**2.2.** There is an appointment process for individuals to gain General Member status.

**2.2.1.** General membership is acquired once an applicant has completed the merit-based application process and confirmation regarding its receipt has been received from the UTMUN executive body, hereafter referred to as the “Secretariat”, specifically the designated members overseeing Hiring and Training.

**2.2.2.** All individuals who undergo the application process will become a General Member. Appointment to the UTMUN conference as a Conference Staff Member will depend on the General Member’s stated committee preferences, among other factors.

**2.2.3.** General membership is obtained and valid from the date of confirmation by acceptance of their offer until April 30 of each year. If obtained after this date, it will remain active until April 30 of the next calendar year.

**2.2.4.** General membership status and registration for Staff positions are subject to a deadline to be decided upon by the Secretariat each year. The aforementioned will be posted on the UTMUN website, utmun.org, two weeks prior to the set deadline.

**2.2.4.1.** Membership applications are open on a rolling basis unless otherwise specified by the Secretariat. Deadlines for staff applications, hence general membership, will be announced on the UTMUN website at least two (2) weeks in advance, barring extenuating circumstances.

**2.3** The role of Conference Staff Member only applies to the Secretariat and individuals who have gained a Staff position during the iteration of the club’s term (May 1st to April 30th). All General Members are eligible to be a Conference Staff Member for the club’s term.

- 2.3.1.** Membership will automatically terminate after April 30th, the date when the year's iteration of UTMUN is exhausted.
- 2.4.** All registered students of the University of Toronto are eligible to gain voting membership by general membership of UTMUN.
- 2.5.** Voting membership is exclusively available to registered students of the University of Toronto.
- 2.6.** Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.7.** The membership fee will be \$0 per year.

### **3. Article Three — Rights and Responsibilities of Members**

- 3.1.** All voting members have a right to attend all general meetings of members.
  - 3.1.1.** UTMUN will host one (1) Annual General Meeting (AGM) during the second semester.
  - 3.1.2.** The Secretariat shall be responsible for taking minutes at the AGM and for general disbursement of the minutes for later viewing.
  - 3.1.3.** The Secretary-General shall be responsible for moderating the AGM, when necessary.
- 3.2.** Staff Positions for which voting members may apply are as follows:
  - 3.2.1.** Director
  - 3.2.2.** Vice-Director
  - 3.2.3.** Moderator
  - 3.2.4.** Crisis Manager
  - 3.2.5.** Crisis Analyst
  - 3.2.6.** Pages (also titled Logistics Officers)
  - 3.2.7.** ICJ President
  - 3.2.8.** ICJ Vice-President
  - 3.2.9.** ICJ Analyst

**3.3.** Voting membership may apply to members of the Secretariat who do not directly preside over the AGM.

**3.4.** The Secretariat reserves the right to add, remove, or modify Staff positions as is deemed necessary for the organization.

**3.4.1.** Staff position modifications that affect the overall structure of the organization must be passed as an amendment.

**3.5.** UTMUN reserves the right to own, promote and make use of any academic content generated by general members and UTMUN Staff throughout their tenure(s) at UTMUN, notwithstanding resignations, termination, or inactivity.

**3.6.** All voting members have a right to cast votes at all general meetings of members.

**3.7.** All voting members have a right to stand for election unless otherwise stated in this document.

**3.8.** All voting members have a right to cast votes in all group elections and referenda.

**3.9.** All voting members have a right to propose and vote on amendments to this constitution.

**3.10.** The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

**3.11.** All Members must strive to maintain a positive image of UTMUN and the University of Toronto throughout their involvement with UTMUN, participation in the Conference, and interaction with Delegates and their Faculty Advisors. In doing so, Members agree to:

**3.11.1.** Attend all pertinent training sessions, Staff meetings, AGMs, and Conference sessions;

**3.11.2.** Respect the space, privacy and experience of other Members, Delegates, Faculty Advisors, and all other partners and attendees of UTMUN, such as Guest Speakers;

**3.11.3.** Act in accordance with the spirit and mandate of the United Nations during UTMUN events;

**3.11.4.** Act in accordance with the conference's rules, regulations, and code of conduct (refer to Appendix Section A: UTMUN Staff Code of Ethics and Professionalism);

**3.11.5.** Understand that Membership and Staff positions may be suspended or terminated if a member is determined to violate the general spirit of UTMUN.

**3.11.6.** Failure to comply with any of these regulations may result in the termination of a Staff member in accordance with the procedures set forth in Article 9 of this Constitution.

## **4. Article Four — The Secretariat**

**4.1.** The term for all positions in the Secretariat shall be from May 1st to April 30th.

**4.2.** The Secretariat will be composed of two branches, the Executive Board and the Directors' Board.

**4.2.1.** The Executive Board will consist of five (5) members:

**4.2.1.1.** Secretary-General

**4.2.1.2.** Under Secretary-General, Academics

**4.2.1.3.** Under Secretary-General, External

**4.2.1.4.** Under Secretary-General, Finance

**4.2.1.5.** Under Secretary General, Internal

**4.2.2.** The Directors' Board may consist of the following members:

**4.2.2.1.** Chargé(e) D'Affaires

**4.2.2.2.** Deputy Chargé(e) D'Affaires

**4.2.2.3.** Director(s) of Design and Branding

**4.2.2.4.** Director(s) of Communications

**4.2.2.5.** Director of Delegate Experience

**4.2.2.6.** Director of Logistics

**4.2.2.7.** Director of Community Relations

**4.2.2.8.** Director of Equity

**4.2.2.9.** Deputy Director of Equity

**4.2.2.10.** Director(s) of General Assemblies

**4.2.2.11.** Director(s) of ECOSOC & Regional Bodies

**4.2.2.12.** Director(s) of Specialized Agencies

**4.2.2.13.** Director(s) of Crisis Committees

**4.2.2.14.** Director(s) of Hiring and Training

**4.3.** All voting members of the Secretariat must be currently registered students of the University of Toronto for the entire duration of their term at UTMUN.

- 4.4.** Non-voting members may hold only non-voting positions in the Secretariat.
- 4.5.** The maximum number of non-voting positions on the Secretariat shall be one (1) position or ten percent (10%) of the positions on the Secretariat, whichever is greatest.
- 4.6.** Persons holding non-voting positions in the Secretariat cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7.** No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto
- 4.8.** Upon the conclusion of their role, all Secretariat members must submit a transition report including a clear outline of responsibilities, timeline of tasks, summary of contacts, passwords and platforms, and personal recommendations to their successor.
- 4.8.1.** This report must be submitted within two weeks of the conclusion of the election.
- 4.8.2.** This report may be substituted with a meeting at the discretion of the outgoing Secretariat member.
- 4.9.** The makeup of the Director's Board is at the discretion of the Executive Board when their term begins, including hiring Coordinators, Conference Support Staff, and other roles as necessary.

## **5. Article Five — Executive Board Composition and Duties**

- 5.1.** The Secretary-General is to be responsible for:
- 5.1.1.** The overall strategic guidance and vision of the upcoming UTMUN Conference.
- 5.1.2.** Serving as the primary designated contact person for the Office of Space Management;
- 5.1.3.** Serving as the “primary signing authority”
- 5.1.4.** Acting as the official liaison with other external groups;
- 5.1.5.** Calling to order Secretariat meetings and ensuring that Secretariat members are up to task;

**5.1.6.** Drafting, in consultation with the rest of the Secretariat, an end-of-the-year Annual Activity Report that is to include the following:

**5.1.6.1.** A financial statement of Conference revenue and expenses;

**5.1.6.2.** A list of all the Secretariat meeting dates and a brief summary of what was discussed at each meeting;

**5.1.6.3.** An effort to address the needs or concerns of the General Membership or Delegations which extend beyond the scope of, or cannot be resolved by, other Secretariat members.

**5.1.7.** Maintaining regular communication with the Under-Secretary-General, Academics, Under-Secretary-General, Finance, Under-Secretary-General, External and Under-Secretary-General, Internal to coordinate the progress of their respective branches prior to and during the Conference.

**5.2.** The Under Secretary General, Academics is to be responsible for:

**5.2.1.** Liaising with Branch Directors and UTMUN Conference Staff in coordinating the academic and procedural aspects of the Conference;

**5.2.2.** Finalizing all academic content and coordinating procedural training;

**5.2.2.1.** Ensuring smooth progress and the successful completion of at least one in-person all-staff debate simulation per semester.

**5.2.2.2.** Coordinating with the Director of Equity and Deputy Director of Equity for completion of equity reviews of all academic content.

**5.2.2.3.** Coordinating with the Under-Secretary-General, External and Director of Communications on the management and promotion of UTMUN Staff recruitment periods.

**5.2.2.4.** Coordinating with different Branch Directors for interviews and maintaining contact lists for all staff members;

**5.2.3.** Maintaining regular communication with the Director(s) of General Assemblies, Director(s) of ECOSOC & Regional Bodies, Director(s) of Specialized Committees, Director(s) of Crisis Committees and Director(s) of Hiring and Training, in order to coordinate the academic content of their respective committees prior to and during the Conference.

**5.3.** The Under Secretary-General, External is to be responsible for:

**5.3.1.** Facilitating UTMUN's external relationships with Delegates, Delegations, Faculty Advisors and other attendees and participants of the UTMUN conference.

**5.3.2.** Overseeing UTMUN's external media and platforms, including the UTMUN website ([www.utmun.org](http://www.utmun.org)), social media platforms and newsletter.

**5.3.3.** Overseeing the progress of UTMUN's communications, registration and branding efforts by directly overseeing the work of the Chargé(e) d'Affaires, Deputy Chargé(e) d'Affaires, Director of Communications and Director of Design and Branding.

**5.3.3.1.** Assisting the Director of Communications in answering general queries about the conference from the public.

**5.3.3.2.** Assisting the Director of Design and Branding in preparing and publishing academic content on the UTMUN website.

**5.3.3.3.** Assisting the Chargé(e) d'Affaires and Deputy Chargé(e) d'Affaires in placing delegates and responding to delegate inquiries for the UTMUN conference.

**5.3.4.** Collaborating with the Director of Equity and Deputy Director of Equity on financial aid and accessibility programs for the UTMUN conference.

**5.3.5.** Overseeing and ensuring strong collaboration with other UTMUN clubs and University of Toronto offices.

**5.4.** The Under Secretary-General, Finance is to be responsible for:

**5.4.1.** Overseeing all the financial matters of UTMUN and keeping an up-to-date balance sheet of all debits and credits. These records must be available for viewing by the Secretariat upon request, at all times;

**5.4.2.** Serving as the "secondary signing authority";

**5.4.3.** Spearheading the drafting of the budget proposal for the current academic year following the inauguration of the Secretariat;

**5.4.4.** Ensuring all payments owed and owing to UTMUN are completed in a timely manner, before and during the annual UTMUN conference.

**5.4.5.** In the case that an audit is requested by a UTMUN Member, the Under Secretary-General, Finance, with the aid of the Secretary-General, is to compile and provide it within 14 days of the request.



**5.5.** The Under Secretary General, Internal is to be responsible for:

**5.5.1.** Serving as the secondary designated contact person for the Office of Space Management;

**5.5.2.** Conference logistics prior to and during the Conference, with tasks including, but not limited to, booking venue spaces, acquiring and assembling conference materials, securing guest speakers, and planning supplementary conference activities.

**5.5.2.1.** Coordinating the ordering of all conference materials, and track progress in ordering materials, including delegate lanyards, folders, gavels, plaques, notepads, totes, merchandise, pens, pins, buttons, stickers, certificate frames, and any other materials deemed necessary by the Secretariat.

**5.5.2.2.** Finding a printer, and securing printed conference materials from them, such as for committee material, nametags, placards, and certificates;

**5.5.3.** Overseeing the Administrative Conference Staff prior to and during the Conference.

**5.5.4.** Delegating responsibilities and overseeing the progress of the Director of Logistics, Director of Delegate Experience, and Director of Community Relations.

## **6. Article Six — Elections**

**6.1.** All voting positions on the Executive Board shall be filled through an annual election.

**6.2.** All members may run for a position on the Executive Board but are recommended to have at least two (2) years of experience as either a Staff or Secretariat member.

**6.3.** All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

**6.4.** All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Board.

**6.5.** Non-voting group members shall not be eligible to cast a ballot for any elected position.

**6.6.** The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

**6.7.** On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

**6.8.** The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

**6.9.** CRO will set reasonable limits on the actions of candidates in elections, including but not limited to:

**6.9.1.** Requiring there shall be no slates, parties, or organization between candidates to solicit votes

**6.9.2.** Requiring campaigning be done publicly, addressing General Staff as a whole.

## **7. Article Seven — Finances**

**7.1.** The Under Secretary-General, Finance shall keep an active record of income and expenses.

**7.1.1.** The Under Secretary-General, Finance is to be responsible for keeping an up-to-date balance sheet of all of UTMUN's financial transactions. UTMUN's financial records must be made available for viewing to the Secretariat at all times, upon request.

**7.2.** A budget proposal for the current academic year is to be compiled within the first month of the inauguration of the Secretariat, pursuant to the approval procedure.

**7.2.1.** The Secretariat must collectively approve all budget proposals and reforms. Specifically, the approval of 50% + 1 of the Secretariat members shall constitute a collective approval of the Secretariat.

**7.3.** The Under Secretary-General, Finance shall present the group's updates on the group's financial position at annual general meetings.

**7.3.1.** A compilation of UTMUN's financial records for the current academic year must be made available for viewing to the General Membership, upon request by any UTMUN Staff Member. This financial statement must be made available to all members of UTMUN within 14 days of the initial notice of request.

**7.4.** The Under Secretary-General, Finance must approve all expenditures over \$100.00.

**7.5.** The group may not engage in activities that are essentially commercial in nature.

**7.6.** The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

**7.7.** The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group. All funds raised from UTMUN Conferences are the sole property of UTMUN, and are to be used to fund future UTMUN Conferences.

**7.8.** UTMUN may not engage in any commercial activities and no members or officers of the organization may be paid or given financial compensation for their work towards the club.

**7.9.** The Secretary-General and the Under Secretary-General, Finance shall have the signing authority for UTMUN's finances.

**7.10.** The Secretary-General shall be the primary signing authority, and the Under Secretary-General, Finance shall be the secondary signing authority, barring exceptional circumstances.

**7.10.1.** No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

**7.10.2.** Should the Secretary-General and/or the Under-Secretary-General, Finance be unable to serve as primary or secondary signing authority for UTMUN, the authorship will be granted to another member of the Executive Board.

## **8. Article Eight — Meetings**

**8.1.** The Secretariat shall meet monthly. The quorum for Secretariat meetings shall be 50%+1 of the voting members of the Secretariat.

**8.2.** The group shall hold general meetings at least once per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.

**8.3.** The Secretariat must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **9. Article Nine – Termination of Membership**

**9.1.** The Executive Board may revoke the membership of any member of the club, including general members, UTMUN Conference Staff, Secretariat and Executive Board, who commits an act negatively affecting the interests of the club and its members.

**9.1.1.** Acts negatively affecting the interest of the club and its members include, but are not limited to, non-disclosure of a significant or continuing conflict of interest, failure to uphold duties, violation of club policies and member code of conduct, prolonged and unexplained inactivity from essential club activities, and/or misuse of club resources.

**9.2.** A vote to revoke general membership of any member must be held at a meeting of the Executive Board where all five (5) members must be present.

**9.2.** A two-thirds majority of the Executive Board is required to approve any motion to revoke membership of any member.

**9.3.** The member facing removal may choose to appeal the decision by the Executive Board.

**9.3.1.** Should the member facing removal choose to appeal the decision, they will have seven (7) calendar days from the time and date of the initial vote to notify the Executive Board they choose to appeal.

**9.3.2.** In the case of an appeal, the Executive Board is required to organize a Special General Meeting (SGM) amongst the current UTMUN general membership within fourteen (14) days since the appeal. The UTMUN general membership must be made aware of the time, date and nature of the SGM.

**9.3.3.** An impartial, returning officer will be asked to moderate the special General Meeting. This officer will be made known to the Executive Board, accused member, and general membership at least seven (7) days before the SGM.

**9.3.4.** At the SGM, one member of the Executive Board who elected to remove the member will be given five (5) minutes to speak to the reasons why membership was terminated. This will be followed by a five (5) minute presentation by the member facing termination to defend their membership and conference staff position.

**9.3.5.** A simple majority (50% + 1) of present members at the SGM will be required to sustain the revocation of membership.

**9.3.6.** During the appeal process and until this vote is held at the SGM, the member facing termination will be temporarily suspended from their responsibilities and role at UTMUN, meaning they will be unable to engage with UTMUN events and activities at the discretion of the Secretary-General until the appeal process has terminated and a judgement has been reached.

**9.4.** If general membership has been revoked for any member, if the General Member had a Staff position, the member's position as UTMUN Conference Staff Member will be rendered vacant and subject to the Secretariat to fill through a fair, merit-based application process. Pursuant on the reasons for termination and the judgement reached at the SGM, the Executive Board may pursue one of two paths:

**9.4.1.** The member will be removed from the club's membership and will lose any and all privileges associated with being a member of the club. They will be removed from club platforms and communications, their position within the UTMUN conference will be refilled and the terminated member will be unable to rejoin UTMUN for the remaining duration of the club's term (May 1st to April 30th).

**9.4.2.** The member will formally lose club membership and their position within the UTMUN conference and be unable to engage with UTMUN events and activities. The member will enter a two (2) week probationary period whereby the member undergoes training with the Academics and Equity teams. Following this two week period, the Executive Board will vote again on whether membership may be reinstated in full. If successful, the member will be reassigned to a new position within the UTMUN conference and regain all the rights and privileges of UTMUN general membership.

**9.4.3.** Should a member enter a probationary period, other club members in the same committee or branch will be notified at the discretion of the Executive Board.

**9.4.4.** The terminated party will be notified of which path is being offered to them within seven (7) days of their termination.

**9.5.** Executive Board members are subject to the same termination of membership process as general members.

## **10. Article Ten – Club Structure**

**10.1.** UTMUN will operate with five (5) distinct branches:

**10.1.1.** The Academics Branch is overseen by the Under-Secretary-General of Academics and comprises the Director(s) of General Assemblies, Director(s) of ECOSOC & Regional Bodies, Director(s) of Specialized Agencies, Director(s) of Crisis Committees, Director(s) of Hiring and Training, and the staff of each of UTMUN's conference committees.

**10.1.2.** The External Branch is overseen by the Under-Secretary-General, External and comprises the Chargé(e) D'Affaires, Deputy Chargé(e) D'Affaires, Director of Design and Branding and Director of Communications.

**10.1.3.** The Internal Branch is overseen by the Under-Secretary-General, Internal and comprises the Director of Logistics, the Director of Delegate Experience and Director of Community Relations.

**10.1.4.** The Finance Branch is overseen by and comprises the Under-Secretary-General, Finance.

**10.1.5.** The Equity Branch is overseen by the Secretary-General and comprises the Director of Equity and Deputy Director of Equity.

**10.1.6.** Members may collaborate between branches and responsibilities may overlap.

**10.2.** The UTMUN Academics Branch further comprises of four sub-branches:

**10.2.1.** The General Assemblies sub-branch is overseen by the Director(s) of General Assemblies.

**10.2.2.** The ECOSOC & Regional Bodies sub-branch is overseen by the Director(s) of ECOSOC & Regional Bodies.

**10.2.3.** The Specialized sub-branch is overseen by the Director(s) of Specialized Agencies.

**10.2.4.** The Crisis sub-branch is overseen by the Director(s) of Crisis Committees.

**10.3.** Each sub-branch is further divided into committees, which may range from 4-8 committees depending on the vision and committees decided by the Secretariat.

**10.3.1.** Each committee will have a unique topic and focus of debate decided by the Secretariat in advance of any members being hired and selected for the committee.

**10.3.2.** Committees are selected each year for the annual UTMUN conference and will be published on the UTMUN website ([www.utmun.org](http://www.utmun.org)) at least two (2) weeks before applications open for general membership and UTMUN conference staff positions.

**10.3.3.** Each committee will be responsible for preparing the debate material for their designated debate topics for the annual UTMUN conference with assistance from the Academics and Equity Secretariat members.

**10.3.4.** The committees are part of UTMUN and subject to all rules and codes of conduct of UTMUN.

**10.4.** Each committee will have a Committee Director and/or President selected by the Secretariat through a fair, merit-based application process available to all registered students of the University of Toronto.

**10.5.** In extenuating circumstances, the Secretariat may choose to dissolve a committee and/or reassign general members to other UTMUN committees. If such a decision is reached, the committee staff will be notified as soon as possible and given seven (7) days to decide if they wish to leave UTMUN or continue in the new position.

**10.6.** Issues and complaints within and between committee members should be immediately brought to the attention of the Committee Director and the Branch Director in accordance with the conflict resolution process outlined in Article Eleven.

**10.7.** The Secretariat reserves the right to add, remove, or modify Staff positions as is deemed necessary for the organization.

**10.7.1.** Staff position modifications that affect the overall structure of the organization must be passed as an amendment.

## **II. Article Eleven – Conflict Resolution Process**

**II.1.** A complaint under UTMUN may fall into one of two categories:

**II.1.1.** An Equity Complaint; this includes any complaints relating to the accessibility of UTMUN events and activities, including the annual UTMUN conference.

**II.1.1.1.** This includes, but is not limited to, inequitable and unsafe language or topics discussed in the academic content prepared by committee members, physical or fiscal barriers to entry for UTMUN events, and more.

**II.1.2.** A Conflict Complaint; this includes any complaints related to interpersonal relations and the professional working relationship a club member may have with a fellow club member or any external participants of UTMUN events, such as delegates of the annual UTMUN conference.

**II.1.2.1.** This includes, but is not limited to, a continuing and undisclosed conflict of interest, creative disputes over conference content and responsibilities, interpersonal disputes and lack of collaboration, inactivity and miscommunication, and more.

**II.2.** Any and all complaints should immediately be reported to the Equity Team via the Equity reporting forms, whereby reporting members may also choose to remain anonymous.

**II.2.1.** Members should indicate proof that they have attempted to proceed with an amicable agreement with the opposing party before proceeding with a formal complaint.

**II.2.2.** Members should outline in the complaint their desired course of action and which members of the club, they'd like to be informed.

**II.2.3.** The Equity Team and the Secretary-General will primarily oversee the reporting forms, involving the necessary members of the Executive Board (if needed) to review the complaint and provide recommendations for a plan of action to be undertaken by the Equity Team.

**II.3.** Depending on the nature of the complaint, the Equity Team will recommend and/or pursue one of the following avenues for resolution:

**II.3.1.** For Equity Complaints, the Equity Team will consult with the Branch Director or other immediate team supervisor on the nature of complaint and steps that may be taken to remedy the situation internally.

**II.3.1.1.** When necessary, the involved members of the committee staff and/or involved Operations Secretariat members will be notified on the nature of the complaint and consulted on the necessary steps.

**II.3.1.2.** The Equity Team will always consult and/or notify the individuals directly related to the complaint that a complaint has been filed and the steps to be undertaken to resolve the complaint.

**II.3.2.** For Conflict Complaints, the Equity Team will consult the Branch Director and/or other immediate team supervisor on the nature of the complaint to jointly



strategize a solution that benefits both parties and ensures a productive working environment.

**II.3.2.1.** Depending on the nature of the complaint, the Equity Team will themselves consult or encourage the members involved to consult the necessary University of Toronto offices, including but not limited to Student Life and the Anti-Racism & Cultural Diversity Office (ARCDO), in the conflict resolution process.

**II.3.2.2.** Depending on the nature of the complaint, if a member is found to be in violation of the UTMUN code of conduct, a termination process will be initiated as per Article Nine.

**II.4.** All club members, including Executive Board, Secretariat, general members and UTMUN conference staffers, are subject to the complaint procedure and any resolution deemed necessary by the Executive Board and/or the Equity Team.

**II.5.** Members of the Executive Board and/or Equity Team will be unable to be involved in the complaint resolution process if the complaint is lodged against them.

**II.6.** The Equity Team must follow up, when possible, with club member(s) who have lodged a complaint on the resolution of their complaint and what steps have been taken to resolve the issue. This must be done within three (3) weeks of the complaint being filed.

**II.7.** The conflict resolution process as outlined in Article Eleven is only automatically applicable to current general members of UTMUN. Any complaint lodged by external parties of former members may be subject to the same conflict resolution process or a modified resolution process at the discretion of the Executive Board.

## **12. Article Twelve – Amendments**

**12.1.** All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

**12.2.** All voting members may propose and vote on amendments to the constitution.

**12.3.** The Secretariat shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.

**12.4.** Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.



# **APPENDIX**

## **A. UTMUN Staff Code of Ethics and Professionalism**

As a staff or member of University of Toronto Model United Nations (UTMUN) you are expected to abide by the following rules of behaviour and professional ethics. In addition, you are expected to conduct yourself in accordance with practices and behavioural guidelines outlined during UTMUN branch meetings, Equity Trainings, and any other staff training, official UTMUN events, socials, or meetings. UTMUN reserves the right to dismiss UTMUN staff for any reason, including breach of the Staff Code of Ethics and Professionalism and reasons outlined in the UTMUN Constitution Section 3.5.a.i and 4.3. Barring illness, bereavement or religious obligations, staff and members of UTMUN are expected to be present for the duration of the conference. Any issues, conflicts or concerns should be brought up as soon as possible with relevant Branch Directors, Under-Secretary Generals, or the Secretary-General.

Staff and members of UTMUN are expected to dress in business formal attire for the entirety of the conference. Any deviation from the dress code will seriously undermine the professionalism of the conference. Failure to abide by the dress code and subsequent warnings will result in ejection from the conference.

Staff and members of UTMUN are expected to refrain from profanity, disrespectful body language and confrontational behaviour. At all times members must be composed, not use expletives of any kind and refrain from using signs, postures, or actions that could be perceived as malicious or offensive by a reasonable person. Further, staff and members of UTMUN will not engage in anything that could be construed as an argument with other staff, students, delegates, University of Toronto members, or delegate teachers. If a confrontation arises, staff will de-escalate, walk away, or refer the conflict to a higher authority in the UTMUN command chain. Lastly, no jokes, comments or statements should be made that could be construed as offensive.

Staff and members of UTMUN shall abide by the University of Toronto Code of Student Conduct, and all laws and policies of the City of Toronto, the Province of Ontario, and the

Government of Canada, and shall refrain from all illegal, semi-legal, and inappropriate behaviour surrounding the conference, both temporally and associatively. If found doing so, action will be taken in accordance with the severity of the offence. Acts that may not be illegal but could be construed as such under the aforementioned documents must also be avoided. Staff and members must not be intoxicated at any time during the conference and must refrain from the use of illegal or legal intoxicants or recreational narcotics.

Staff and members shall have no physical, commercial, sexual, or overly personal relations with delegates or school representatives under any circumstances. Any such relations are likely to be deemed illegal, inappropriate, or a conflict of interest and will therefore result in further action being taken by the Secretariat, including, but not limited to, expulsion from UTMUN. Staff should not correspond with the delegates over any medium that is not in accordance directly with their role as a staff or member of UTMUN. Staff and Members shall at all times refrain from discussing other delegates on any medium in ways that are not directly related to the operation of the conference or committee. Even when the discussion is relevant it must remain respectful and positive. Any nefarious, hidden, or inappropriate discussion of delegates on any medium and of any kind will be treated as an offence and brought to higher authorities to adjudicate.

Staff and members shall not, under any circumstances, present views, opinions or advice on any topic that may cast UTMUN, any of its staff or members, or the University of Toronto in a negative light. The aforementioned bodies are not responsible for the personal actions and decisions you undertake. Lastly, staff and members shall not give their opinions and assessment of UTMUN directly to delegates during the conference.

By participating in UTMUN, staff and members consent to being photographed and/or filmed by the Design & Public Relations Team or any official photographers of the conference. They also consent to the use of these photographs and/or videos in promotional material for UTMUN, in the form of print or social media/website use in perpetuity.