

## **Constitution of the University of Toronto United Nations Student Association**

### **I. Preamble:**

- 1) The official name of the student organization shall be the "University of Toronto United Nations Student Association" (hereinafter referred to as "the Association"). The acronym of this group shall be "UNSA;"
- 2) The purpose of this constitution is to provide the current and incoming Executive & General Membership with a mandate that will guide the association. For situations, conditions, circumstances, events and problems not covered by this Constitution, the Executive is mandated to prepare ad hoc procedures that are in accordance with the spirit of this Constitution and the mandate of the association;
  - a. The Co-Presidents and the Executive can adopt policies that govern the association but do not supersede or contradict the terms in this Constitution.

### **II. Mandate & Mission Statement:**

- 3) The purpose of the association shall be to:
  - a. Train, prepare and send student delegates to inter-collegiate Model United Nations conferences,
  - b. Provide a community for students to debate, practice public speaking, and learn about international relations, politics, and public policy, with other interested members of the University of Toronto,
  - c. Support the inter-collegiate conference, North American Model United Nations ("NAMUN") and the high school level conferences, the Secondary School Interactive Crisis Simulation (hereinafter referred to as "SSICSim") and University of Toronto Model United Nations ("UTMUN") by promoting awareness of these conferences on the Model United Nations circuit and around the University of Toronto community as well as helping to staff the aforementioned conferences;

### **III. Amendments to the Constitution:**

- 4) A copy of the most recent version of the constitution is to be sent out to members of the association 5 days before the start of a General Meeting of Members;
- 5) Amendments to this constitution require the approval of a two-thirds (2/3) majority of voting members of the association;
  - a. Proposed amendments are to be posted at least 48 hours prior to the start of a General Meeting of Members,

- 6) The Executive is mandated to submit the revised constitution to the respective University offices for final approval within two (2) weeks of its approval by a General Meeting of Members;
- 7) The association shall formally adopt and take into effect the revised constitution immediately after it is approved by the Office of Student Life;

#### **IV. General Membership:**

- 8) Membership is open to all currently registered student members of the University of Toronto;
  - a. There is a membership fee for administrative purposes and delegate affairs of the association
    - i. This membership fee is \$10,
    - ii. Examples of administrative purposes include advance payments for transportation, lodging, and conference fees on behalf of members,
    - iii. Examples of delegate affairs include weekly meeting and social event expenses,  
  
Members may leave the group and request a refund within one (1) month of becoming a member;

#### **V. Membership Rights and Responsibilities:**

- 9) The rights and privileges of Members of the association are as follows:
  - a. Members have the right to run, nominate and vote for Executive positions,
  - b. Members have the right to propose and vote for constitutional amendments;
- 10) Members shall have the sole privilege to attend Model United Nations conferences and represent the University of Toronto and the association;
- 11) Members have the responsibility to maintain a positive image of the association and the University of Toronto when interacting with external official actors (eg. Members of other groups at the University of Toronto, external groups within the City of Toronto, Conference staff and members of other Model United Nations teams);

The responsibilities of Members are as follows:

- a. Members may not speak on behalf of the Executive or the General Membership, unless authorized to do so by the Executive,
- b. Members must act with respect and dignity during association events,
- c. Members who are sent as delegates for Conferences must agree and abide by the terms and conditions outlined in the Delegate Contact (refer to Appendix B) and must act in accordance with the specific Conference's rules and regulations,
- d. Membership can be suspended or revoked under certain circumstances as outlined in Section IX, Clauses 30-32;

12) General Meetings of Members;

- a. Members have the right to call for, attend and vote at General Meetings of Members,
- b. These meetings are intended to go over the group's annual activity plan, financial health and other topics that the Executive or the General Membership wish to discuss,
- c. The Executive must hold a General Meeting at least once per academic year and at least seven (7) days prior to the annual elections of Executive officers,
- d. The Executive may choose to hold a General Meeting whenever it is deemed necessary to do so,
- e. Members may call for a General Meeting of Members by submitting a document outlining the purpose of the meeting with the signatures of twenty-five (25) members and it is the responsibility of the Executive to hold a General Meeting within one (1) month of the submission of the document,
- f. An agenda for the General Meeting must be posted at least forty-eight (48) hours prior,
- g. Constitutional amendments may be considered at the General Meeting subject to Section III, Clause 6,
- h. All motions will require a simple majority (50% + 1) of Members in attendance to pass, except for constitutional amendments,
- i. The Executive will appoint the following positions at least forty-eight (48) hours before such meetings:

- i. A Secretary, who shall be responsible for taking minutes at the meeting and submitting these minutes to the Executive for general disbursement,
- ii. A Chair, who shall moderate the meeting following standard Model United Nations debate procedure or any Rules of Order he/she is comfortable with,

j. Minutes are required to be taken to record the motions and discussions of the General Meeting;

13)The Executive shall appoint at least one (1) Head Delegate per conference;

The responsibilities of the Head Delegate are as follows:

- a. To carry out the associated logistical arrangements (e.g. travel, accommodation, etc.) of delegates who are staying and travelling with the delegation as determined by the Executive,
- b. To consult with members of the delegation and relay their concerns to the Executive and Conference organizers, where appropriate,
- c. To ensure that all information obtained at Conference Head Delegate meetings is relayed to all delegates of the association in attendance,
- d. To inform the Executive and the Co-Presidents, if they are not in attendance at the Conference, of any problems or concerns facing the delegation or a particular delegate;

## **VI. Executive Responsibilities and Duties:**

14)The officers of the association Executive are:

- a. President (elected by plurality)
- b. Vice-President Internal (elected by plurality),
- c. Vice-President External (elected by plurality),
- d. Finance Director (Appointed),
- e. Communications Director (Appointed),
- f. Design Director (Appointed),

15) Elections are to be held annually on the second Friday of September, overseen by a current member of the Association not intent on running for any elected position;

16)The Executive shall meet at least once every two (2) weeks where date and times are to be set by an executive. The quorum of executive meetings shall be 50% +1 of executives;

- 17) Members of the association have the right to file written complaints against Executive Members for impeachment purposes. The deliberation procedures will follow the inquiry protocol outlined in Section IX, Clause 30;
- a. Written complaints may concern failing to complete executive duties, violating this Constitution, the values of UNSA, the shared Code of Conduct for the Model United Nations community at the University of Toronto,
  - b. If a President is the Offending Party, they must be excused from deliberations,
  - c. Should the Offending Party find the decision to be unfair and all other avenues have been exhausted, the Offending Party may appeal to the General Membership of the association. The Offending Party has five (5) business days from the date of the meeting to submit a written document of appeal to the Director Equity. Within fourteen (14) days thereafter, the Executive is required to arrange for a special assembly of the membership. The Offending Party will be given five (5) minutes to state his or her position and will be given five (5) minutes to defend its position. A two-thirds (2/3) majority of all paid and present members is needed to overturn the decision;
  - d. An impeached member of the Executive can maintain General Member status, but can be neither elected nor appointed to any Executive position for one (1) academic year;

## **VII. Finances:**

- 18) The Executive must give informed approval to all expenses;
- 19) The signing officers for the club bank account will be the Co-Presidents and Vice-President Finance;
- 20) Any General Member or Executive Member who intend to incur expenses to further the association's Mandate and Mission as stated in clause 5 must notify a Co-President prior to incurring any expenses on behalf of the association with the following provisions which are not limited to:
- (a) The individual or individuals who incurred the expenses must specify the reason(s) for said expenses before making the relevant transaction in writing to the Executive,
  - (b) If the individual or individuals who incurred the expenses intend to claim money back from the association, they must bring the receipt of the relevant transaction and present it to the Finance Director prior to claiming their money back, and they must do so within 10 business days of the relevant transaction;

- 21) Any member of the association has the right to request a financial report from the association's Executive. The requested report will be provided to the member fourteen (14) days after it is requested;
- 22) A financial report must be presented by the Co-Presidents on behalf of the Executive at the final General Meeting of Members, prior to the election;
- 23) The Executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of UNSA, or of charges for specific activities, programs or events, or to prohibit UNSA from engaging in legitimate fundraising. However, UNSA will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers;

### **VIII. Elections and Appointments:**

- 24) The Executive will appoint an independent observer to be the Chief Returning Officer for the election. This person will be responsible for managing the electoral process, receiving applications and counting the ballots;
- 25) The Executive will appoint the Novice Representative within the first eight (8) weeks of the academic year;
- 26) All members are eligible to vote for all positions?
  - a. In the event that a member is unable to attend the elections, but still wishes to vote, they may complete an online absentee ballot after providing the underlying reason for the scheduling conflict. The absentee ballot will be a Google Form that only the Chief Returning Officer will manage. For identification purposes, a member must indicate their full name and membership number as indicated on their membership card, as well as their University of Toronto email address;
- 27) In the event of a vacancy on the Executive, the Executive may appoint a temporary replacement until such time that a by-election can be held to replace the outgoing Executive Member;
  - a. A by-election to fill the vacancy on the Executive must be held within one (1) month of the vacancy taking effect;
- 28) Should a Co-President position become vacant owing to the death, resignation, or impeachment of a Co-President prior to the Executive elections in the Winter semester, the remaining Co-President shall become *Interim President* until such time as a by-election, or election, can be held. This clause shall supersede Section VIII, Clause 27;

- a. If such a scenario takes place, the membership will be notified within one (1) week,
- b. A Special General Meeting to confirm the accession of the Vice-President or other executive member to the Presidency must be held within one (1) month of the Presidency becoming vacant, unless the Presidency should become vacant less than one (1) month prior to the March or April elections to replace the outgoing Executive;

29) Elections outcomes shall be decided on the basis of a plurality or majority;

### **IX. Membership Revocation:**

30) Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of revocation or suspension of Membership;

31) The process for revoking or suspending Membership is as follows:

- a. Upon receiving a written complaint from any member of the association or from any Conference organizer to which the association attends, it is at the Executive's discretion to launch an inquiry,
- b. After such an inquiry is launched, the Executive must hold a meeting with the Offending Party. The Offending Party must be given five (5) days notice of this meeting time,
- c. At the meeting, the Offending Party will be given a minimum of five (5) minutes to defend his or her actions to the Executive,
- d. After the Offending Party has had the opportunity to defend his or her actions to the Executive, the Executive can motion for the member's removal or suspension from the club. Passing such a motion requires a consensus decision of the Executive,
- e. The Offending Party has five (5) business days from the date of the meeting to appeal the decision to the general membership with a written document of appeal. Within fourteen (14) days thereafter, the executive is required to arrange for a special assembly of the membership. The Offending Party will be given five (5) minutes to state his or her position and the Executive will be given five (5) minutes to defend its position. A two-thirds (2/3) majority of all paid and present members is needed to overturn the Executive decision;
- f. The length of time of the suspension is at the discretion of the Executive. Should membership be revoked, the Offending Party cannot rejoin the association until the next academic year,

32)A suspended or ejected General Member can be neither elected nor appointed to an Executive position for at least one (1) academic year;

#### **X. Merger Regulations**

33)Any attempt to merge UNSA with another organization shall be treated as a constitutional matter;

- a. A comprehensive report outlining the process of merging and all constitutional and financial implications must be made available to all members,
- b. Propositions will require 2/3 of voting members to affirm.



## Appendix A - Delegate Contract

For precautionary measures, the UNSA Executive asks all delegates attending conferences where they are representing the University of Toronto and the association to sign a document in which their responsibilities are outlined.

I, \_\_\_\_\_, as a member of UNSA attending \_\_\_\_\_ will represent University of Toronto to the best of my ability. In doing so, I understand the following:

1. Upon signing this document, the Delegate is legally obligated to render full payment of hotel and transportation fees, regardless of cancellation. The Conferences Director, prior to the pre-conference meeting, will stipulate this amount. Furthermore, the Delegate shall not be allowed to attend without paying the conference fee in full, except with the permission of the Conferences Director and the President. All payments are non-refundable.
2. Socializing at conferences is to be expected. However, in the event that a delegate drinks in excess (to the point of losing physical control, i.e. vomiting or loss of mobility) and/or jeopardizes the reputation of the University of Toronto United Nations association, the delegate will have a mandated “dry conference” upon next attendance. In the case that a delegate breaches said mandate, meaning they drink during their next attended conference, they will be banned from attending a number of conferences left to the discretion of the Executive.
3. Delegates are expected to be cautious to avoid incurring damages in the transportation vehicle, hotel accommodation as well as to other delegates. Delegates will be held accountable for any damage or cleaning fees that they incur.
4. The Delegate understands that though the association does its best to provide an environment that provides proper guidance and mentorship, it is ultimately the responsibility of said Delegate to take responsibility for their actions. The University of Toronto United Nations association shall assume no legal liability for a Delegate's actions during conferences they attend. All Delegates from the University of Toronto United Nations association are expected to abide by all Provincial and Federal laws, under penalty of membership cancellation.
5. Delegates are expected to attend all committee sessions at the conference. If a committee requires a position paper, the association stresses that all delegates pass papers into the head delegate at time communicated by him/her.
6. Delegates must report to the Head Delegate at the beginning and end of each day. Delegates are required to follow and respect the decisions made by their Head Delegate, as it is important to the function of the delegation and the reputation of the University of

Toronto. Any communication from the Head Delegate regarding the conference in question mandates response.

7. The UNSA delegation, as a reflection of the University of Toronto’s diverse makeup, is composed of people who choose to drink and not to drink. As a member of this team, it is the responsibility of all delegates to uphold the principles of "UNSA the Family:” a collective responsibility to ensure that all members feel included, comfortable, and safe. This includes, but is not limited to:

Not pressuring others to partake in any drinking or social activities they do not feel comfortable partaking in;

Promoting the planning of non-drinking alternatives to social events wherever possible and/or necessary;

Promoting a non-stigmatized environment for those who choose to drink, as well as those who choose to stay sober;

- a. Ensuring that all fellow teammates are accounted for and remain safe, especially when heading to and from social events—this may include actions such as organizing taxi/uber/public transportation, or walking in groups
- b. Ensuring that no delegate is left behind: in situations where delegates are inebriated, it is the responsibility of UNSA delegates to:
  - communicate that the delegate’s condition to an executive member,
  - ensure that one team member (or executive member wherever possible) is present with the delegate until they are of sound body and mind.

By signing this document, I agree to the terms listed above.

Signature:

Print Name:

\_\_\_\_\_

\_\_\_\_\_

Email

\_\_\_\_\_

\_\_\_\_\_

Cell No:

Executive Signature: \_\_\_\_\_