

Constitution of “North American Model United Nations”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “North American Model United Nations”.
- 1.2. The official acronym or abbreviation of the group is “NAMUN”.
- 1.3. The recognized student group shall be hereafter to be referred to as “NAMUN”.
- 1.4. The purpose, objectives, and mission of the organization is to familiarize participants with international issues which pertain to an assigned country through the study of its social, economic, geographical, historical, and political realities, interests, and goals. Participants will also develop skills in analyzing and interpreting national positions on various issues. It will assist students in developing an understanding of the United Nations, its strengths, weaknesses, and the scope and depth of the issues facing the organization. NAMUN will be a platform for students from around the world to engage in meaningful debate and form new connections.
- 1.5. The purpose of this Constitution is to provide current and incoming Staff Membership and Secretariat with guiding principles with which to conduct and take part in NAMUN. The case of circumstances, events, situations, conditions, and problems not covered by this Constitution, the Secretariat is mandated to prepare and execute ad hoc procedures that are in accordance with the spirit of this Constitution.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. There is a merit-based application and appointment process for General Members to then become NAMUN Staff and non-elected members of the Secretariat. All those wishing to become NAMUN Staff or Secretariat must register for one or more positions.
 - 2.2.1. Applications for Staff positions are subject to a deadline to be decided upon by the Secretariat each year. The aforementioned application will be posted on the NAMUN website, namun.org, at least 1.5 weeks prior to the set deadline.
- 2.3. Voting membership is open to all registered students of the University of Toronto.
- 2.4. Voting membership is open only to registered students of the University of Toronto.
- 2.5. 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.
- 2.6. The membership fee will be \$0.00 per year.

3. Article Three – Rights & Responsibilities of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.
- 3.8. All Members must strive to maintain a positive and respectful image of NAMUN and the University of Toronto throughout their involvement in conference planning, conference duration and interactions with all other NAMUN members and attendees. In doing so, Members agree to:
 - 3.8.1. Attend all relevant training sessions, Staff meetings, AGMs, and Conference sessions;
 - 3.8.2. Respect the space, privacy and experience of other Members and Delegates;
 - 3.8.3. Act in accordance with the spirit and mandate of the United Nations during NAMUN events;
 - 3.8.4. Act in accordance with NAMUN's rules, regulations, and code of conduct, specifically NAMUN's Equity Policy and Code of Conduct (found on namun.org).
 - 3.8.5. Understand that Membership and Staff positions may be suspended or terminated if a member is determined to violate the equity policy or code of conduct of NAMUN.
 - 3.8.6. Failure to comply with any of NAMUN's rules, regulations, Equity Policy, and Code of Conduct may result in the termination of a Staff Member.

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 consist of at least 15 members:
 - 4.2.1.1. The Executive Board will consist of five (5) members:
 - 4.2.1.1.1. Secretary-General

- 4.2.1.1.2. Deputy Secretary-General, Content
- 4.2.1.1.3. Deputy Secretary-General, Operations
- 4.2.1.1.4. Treasurer
- 4.2.1.1.5. Director-General of External Affairs
- 4.2.1.2. The remaining members of the Secretariat will consist of the following members:
 - 4.2.1.2.1. Senior Advisor(s)
 - 4.2.1.2.2. Director of Equity
 - 4.2.1.2.3. Chief of Staff
 - 4.2.1.2.4. Director of General Assemblies
 - 4.2.1.2.5. Director of Specialized Committees
 - 4.2.1.2.6. Director of Crisis Committees
 - 4.2.1.2.7. Director(s) of Procedures and Training
 - 4.2.1.2.8. Director of Corporate Relations
 - 4.2.1.2.9. Director(s) of Communications and Design
- 4.3. All Secretariat Members must strive to maintain a positive image of NAMUN and the University of Toronto throughout their involvement with NAMUN, participation in the conference, and interaction with Delegates and their Faculty Advisors. In doing so, Members agree to:
 - 4.3.1. Attend all pertinent training sessions, Staff meetings, AGMs, and Conference sessions;
 - 4.3.2. Respect the space, privacy and experience of other Members and Delegates;
 - 4.3.3. Act in accordance with the spirit and mandate of the United Nations during NAMUN events;
 - 4.3.4. Act in accordance with NAMUN's rules, regulations, and code of conduct, specifically NAMUN's Equity Policy and Code of Conduct (found on namun.org);
 - 4.3.5. Understand that Membership and Secretariat positions may be suspended or terminated if a Member is determined to violate the general spirit of NAMUN.
 - 4.3.6. Failure to comply with any of NAMUN's rules, regulations, Equity Policy, and Code of Conduct may result in the termination of a Secretariat Member.
- 4.4. All voting members of the Secretariat must be currently registered students of the University of Toronto.
- 4.5. Non-voting members may hold only non-voting positions in the Secretariat.
- 4.6. The maximum amount of non-voting positions on the Secretariat shall be one (1) position or ten per cent (10%) of the positions on the Secretariat, whichever is greatest.

4.7. Persons holding non-voting positions on the Secretariat cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

5. Article Five - Executive Committee

5.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.

5.2. The Executive Committee shall be comprised of five (5) voting members.

5.3. Members of the Executive Committee are also Members of the Secretariat.

5.4. Members of the Executive Committee shall be subject to the same mandates as the Secretariat in Section 4.3 as Members of the Secretariat.

5.5. All members of the Executive Committee must be voting members of NAMUN, and must be currently registered students of the University of Toronto.

5.6. 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.

6. Article Six - Executive Committee Composition and Duties

6.1. The Secretary-General shall:

6.1.1. Be eligible to cast votes at meetings of the Executive Committee,

6.1.2. Be eligible to oversee decisions of the Executive Committee,

6.1.3. Be responsible for all preparations leading up to and during the conference,

6.1.4. Draft equity, inclusion, and diversity reports to be promulgated to staff,

6.1.5. Coordinate all academic matters by leading the Deputy Secretary-General, Content,

6.1.6. Coordinate all operational matters by leading the Deputy Secretary-General, Operations,

6.1.7. Aim to improve the organization's visibility and brand in the University of Toronto community,

6.1.8. Ensure that all activities related to NAMUN operate as an inclusive environment and that all members can participate free from discrimination,

6.1.9. Strive to promote delegate registration in coordination with the Director-General of External Affairs,

6.1.10. Oversee the planning and evaluation of a budget for all expenditures of NAMUN over the course of the year,

6.1.11. Report directly to the Board of Directors of NAMUN Simulation as per the constitution of the organization,

6.1.12. Hold signing and financial authority along with the Treasurer and the Deputy Secretary-General, Operations,

- 6.1.13. Ensure a transition of office from one year to the next.
- 6.2. The Deputy Secretary-General, Content shall:
 - 6.2.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 6.2.2. Ensure activities of the club comply with policies of the University of Toronto,
 - 6.2.3. Coordinate organizational recruitment efforts,
 - 6.2.4. Report directly to the Secretary-General,
 - 6.2.5. Lead the academic branch and coordinates all academic activities and operations,
 - 6.2.6. Manage the staff hiring process for all NAMUN staff,
 - 6.2.7. Oversee academic staff management and training,
 - 6.2.8. Coordinate the committee selection process over the summer,
 - 6.2.9. Ensure that branch directors meet appropriate deadlines for academic content, including the completion of committee topics, background guides and staff training sessions,
 - 6.2.10. Act as chief liaison to delegates and faculty advisors on conference *Rules of Procedure*.
- 6.3. The Deputy Secretary-General, Operations shall:
 - 6.3.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 6.3.2. Report directly to the Secretary-General,
 - 6.3.3. Leads the operations branch and coordinates all logistical activities,
 - 6.3.4. Oversee conference venue selection,
 - 6.3.5. Coordinate conference materials, including placards, gavels, awards and other administrative supplies,
 - 6.3.6. Liaise with campus organizations to coordinate conference venue and schedules,
 - 6.3.7. Maintain the financial administration of the organization with guidance of financial budgets evaluated by the Secretary-General and Treasurer.
- 6.4. The Treasurer shall:
 - 6.4.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 6.4.2. Report directly to the Secretary-General,
 - 6.4.3. Manage any and all conference related transactions including purchasing merchandise, catering, paying vendors and managing invoices and receipts,
 - 6.4.4. Hold signing and financial authority along with the Secretary-General and the Deputy Secretary-General, Operations,
 - 6.4.5. Maintain a budget of income and expenses,
 - 6.4.1. Advise members on financial position of the group,
 - 6.4.2. Prepare an annual budget for the group,
 - 6.4.3. Ensure a seamless financial transition of office from one year to the next.
- 6.5. The Director-General of External Affairs shall:

- 6.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 6.5.2. Report directly to the Secretary-General,
- 6.5.3. Oversee delegate recruitment and coordinates delegate correspondence on all external NAMUN accounts,
- 6.5.4. Organize registration for the conference,
- 6.5.5. Leads external financial management,
- 6.5.6. Represent the organization for external relations in consultation with the Secretariat,
- 6.5.7. Strive to promote delegate registration in coordination with the Senior Advisor(s),
- 6.5.8. Supervise activities of the External Affairs Coordinator.

7. Article Seven – Elections

- 7.1. All voting positions on the Executive Committee shall be filled through an annual election, organized and overseen by an independent CRO who ideally has no connections to NAMUN or NAMUN Secretariat.
- 7.2. All candidates running for a position on the Executive Committee are strongly recommended to have at least two (2) years of NAMUN Staff experience, which may or may not include Secretariat experience.
- 7.3. All candidates running for Secretary-General are strongly recommended to have at least one (1) year of Secretariat experience.
- 7.4. The Secretary-General election process is as follows:
 - 7.4.1. All those wishing to run for the Secretary-General position must submit an online nomination posted on the NAMUN website. Nominations will be open at least two weeks prior to the deadline.
 - 7.4.2. Nominations shall be approved under all conditions, with a strong recommendation that nominees attend NAMUN in a Staff, Senior Staff, or Secretariat capacity for at least two (2) years prior to their nomination, including at least one (1) year in a Secretariat role, or at least two (2) years as Senior Staff.
 - 7.4.3. All voting members of NAMUN shall be eligible to cast a ballot for the Secretary-General position.
 - 7.4.4. The nominee winning the plurality of votes in the Secretary-General position shall be deemed the winner.
 - 7.4.5. Should there be more than two (2) candidates for Secretary-General, the nominees with the top two vote totals will advance to a runoff election to be held within twenty-four (24) hours of the conclusion of the previous round of voting. Voting for the runoff will last forty-eight (48) hours.
- 7.5. The Secretary-General shall be elected asynchronously within one month of the conference's completion.

- 7.6. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 7.7. Non-voting group members shall not be eligible to seek nomination or cast a ballot for any elected position.
- 7.8. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 7.9. 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.
- 7.10. In the case of no candidates running for a position on the Executive Committee, the election process shall be as follows:
 - 7.10.1. A by-election shall be announced;
 - 7.10.2. All candidates running for the unfilled position on the Executive Committee are strongly recommended to have at least one (1) year of NAMUN Staff experience, which may or may not include Secretariat experience.
 - 7.10.3. The nominee winning the plurality of votes in the Executive Committee position election shall be deemed the winner.
- 7.11. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

8. Article Eight – Finances

- 8.1. The Treasurer shall keep an active record of income and expenses.
- 8.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 8.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 8.4. The group may not engage in activities that are essentially commercial in nature.
- 8.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 8.7. The group will not pay salaries to any of its officers.

9. Article Nine – Meetings

- 9.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

- 9.2. The Secretary-General may call a meeting of the Executive Committee for reasons including but not limited to time-sensitive executive decisions, termination of membership of a Secretariat Member, and/or approval of budget changes.
- 9.3. The group shall hold general meetings at least twice 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.
- 9.4. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

10. Article Ten - Termination of Membership of Staff

- 10.1. The Executive Committee may revoke the membership of a Staff Member who commits an act negatively affecting the interests of the club and its members, including but not limited to non-disclosure of a significant or continuing conflict of interest.
- 10.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 10.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership of a Staff Member.
- 10.4. Any Staff Member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 10.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
 - 10.5.1. The Staff Member facing removal may attend but shall not vote at the meeting of the general membership.
- 10.6. Following a termination of membership, the Staff will be removed from the club's membership and will lose any privileges associated with being a member of the club.

11. Article Eleven - Termination of Membership of Secretariat

- 11.1. The Executive Committee may revoke the membership of Secretariat member who commits an act negatively affecting the interests of the club and its members, including but not limited to non-disclosure of a significant or continuing conflict of interest.
- 11.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 11.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership of Secretariat member.
- 11.4. Any Secretariat member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

- 11.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
 - 11.5.1. The Secretariat Member facing removal may attend but shall not vote at the meeting of the General Membership.
- 11.6. Following a termination of membership, the Secretariat member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 11.7. If the Secretariat member facing removal is a member of the Executive Committee, they shall not attend the meeting, and shall not vote on the motion to revoke membership.
- 11.8. Executive Committee members are subject to the same appeal process as Secretariat Members.
- 11.9. Vacancies in the Secretariat are to be filled at the discretion of and by the Secretary-General. The Secretary-General may or may not call for an election for vacancies in the Executive Committee in the case of a terminated member.

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 Executive Committee 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.