

UTM Model United Nations

Article I: Campus Group Name

Model United Nations (also known as MUN or Model UN).

Article II: Purpose

Overview: to establish a Model United Nations (MUN) campus group that fosters an inclusive and equitable environment to debate political issues while promoting global awareness, diplomacy, and critical thinking among students through hosting conferences and attending them.

Purpose: the purpose of the Model United Nations campus group is to create an engaging platform where students actively participate in simulated United Nations conferences, develop a deeper understanding of international affairs, and enhance their skills in diplomacy, public speaking, and research.

The group aims to cultivate a diverse and inclusive community that welcomes students from all backgrounds, regardless of their academic pursuits or prior experience in MUN.

MUN fosters an environment where students actively engage in conferences, empowering them to become globally conscious citizens who are well-informed about international issues, committed to promoting peace, and capable of addressing problems collaboratively. This group seeks to encourage delegates to actively engage with global affairs and contribute positively to their communities.

Through the attendance of regular conferences as well as organization of workshops, and training sessions, the group aims to enhance participants' research, critical thinking, and public speaking skills, enabling them to effectively articulate their ideas and engage in meaningful discussions. The group also nurtures leadership qualities among its members, providing opportunities for them to chair committees, lead delegations, and take on organizational roles within the MUN community.

Finally, MUN furthermore aspires to develop partnerships with other academic and non-academic organizations, both locally and internationally, to promote intercultural understanding, exchange ideas, and broaden perspectives on global issues.

Article III: Membership

Membership is open to all UTMSU members (aka UTM undergraduate students). Community members and alumni may be offered associate membership. Associate membership consists in the ability to participate in all matters of the group except for voting in elections and general meetings, and/or becoming an executive. Thus, associate members do not have voting rights and candidacy rights. Along with this, there is no membership fee.

The definition of a voting member is:

- Must be a UTMSU student (a UTM undergraduate student)
- Must be a member of the club (on the membership list)

Article IV: Executives

1. Secretary-General (President) – chief of decision making; responsible for curating training resources for the general members; plans itineraries for trips to other conferences; responsible for overseeing the conference hosted on campus; hire staff for the in-house conference; primary point of contact for the group; provide detailed information about conference trips and work with Treasurer to calculate costs to members for trips.
2. Director-General (Vice-President) – responsible for delivering training resources to the delegates; hire staff for the in-house conference; work with the Secretary-General to oversee conference planning; train the staff for chair roles in the UTM MUN conference; schedule executive and general meetings; oversee assignment of roles for high school delegates for the in-house conference.
3. Deputy Secretary-General – responsible for delivering training resources to the delegates with the Director-General; work with the Director-General to design the chair training curriculum; will be creating the background guides for the conference; assist the Director-General with role assignments; decide on committees for the conference.
4. Director of Operations – keep track of inventory and needs of the conference; assist Deputy Secretary-Generals in committee planning; outreach for potential sponsors for the conference; help plan the itinerary for conference trips; and manage the UTM MUN email address.
5. Under Secretary-General Media – create and update the website for the conference; advertise and promote events within the club; create videos recapping conferences and major club events; key points of communication with the high schools for the conference.
6. Treasurer – responsible for handling financial resources and cash flow; keeping records of receipts, finances, and spending; design budgets in collaboration with the Secretary-General; submit the bi-annual audit report to UTMSU; responsible for applying to grants where applicable.

Article V: Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Senior Election Officer (SEO) must be appointed to supervise the elections. The SEO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The SEO must not be running for a position on the incoming executive team.
- Elections must be open to all interested candidates that are UTMSU registered members of the group.

Election Timeline:

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the club
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the SEO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to MUN's members.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The SEO will organize the voting platform.

Election Policies

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

Removal from Office

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/temporary ban from campus group activities
- Mandatory consent/anti-oppression trainings
- Permanent/temporary ban from UTMSU spaces
- Permanent/temporary ban from campus group events

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

Example of removal procedure:

- Removal after 2 written warnings issued to the individual
- Removal after missed 2 consecutive meetings without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

Article VI: Finances

Funds will be accessible to the Secretary-General, Director of Operations, and the Treasurer to manage spending. Funds will be used for the following:

- 1) Purchasing food items for fundraisers in order to help cover the registration costs of the delegates attending outgoing conferences

- 2) Partially cover the cost of accommodations where a trip might be too expensive for the delegation
- 3) Purchase supplies for the in-house conference in addition to providing food, accommodating a guest speaker, and renting venues.

Financial decisions will be made by consulting with the executive members. Executives will meet anytime financial decisions are to be made and a vote will be conducted to decide how to proceed with the spending of funds if the executives do not reach a consensus. In the event of a tie, the Secretary-General will make the final call.

The Treasurer's role will be to submit any audits, receipts, and required documentation for proof of spending to the UTMSU and any organization that deems it necessary. They will also be responsible for applying to funding opportunities where applicable. They will also keep track of all expenses and compile a report outlining everything. In addition to this, the yearly budget outline will be their responsibility to design in collaboration with the Secretary-General. For the in-house conference, they will be responsible for communicating with high schools on payment information and collecting payments. Finally, they will also be planning the financial costs to attend outgoing conferences.

Article VII: Meetings

General group meetings will occur once a week during the fall semester. Typically the pattern will include weekly meetings all throughout the first semester to train members on Model UN procedure and debate. At the end of the winter semester, a final general meeting will take place in the semester to outline progress made in fundraising and tabling efforts as well as outline conferences that are scheduled for the second semester, finalizing fees for the delegates that are to attend. In the second semester, meetings will be monthly/bi-weekly, including the attendance of conferences. The final meeting at the end of the winter semester will again highlight all the missions, goals, and achievements of the groups as well as a report on the financial condition if requested by members. The frequency of meetings in the first and second semester are subject to change depending on the number of conferences attended throughout the academic year.

Article VIII: Amendments to the Constitution

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it. All amendments must be approved by the group's membership via their general meetings.

All amendments must be approved by the University of Toronto offices, UTMSU and the Centre for Student Engagement before they are formalized.