

Constitution of Model United Nations “UTMUN Club”

1. Article One – Name and Purpose

- 1.1. The official name of this recognized student group is Model United Nations “UTMUN Club”
- 1.2. The purpose, objectives, mission and/or mandate of the organization is to:
 - 1.2.1. Provide participating high school students, hereafter to be referred to as the “Delegates” or “Delegations”, 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;
 - 1.1.1.1. Delegate participation is open to all secondary-level, or highschool, students. a. Delegation may be accompanied by an instructor(s) or teacher(s) from its school, hereafter to be referred to as “Faculty Advisor”, whose role is to be strictly supervisory in nature, and who 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.
 - 1.1.2. Prepare Delegates for collegiate-level debate and research through their participation in an annual UTMUN Conference;
 - 1.1.3. 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.
 - 2.1.1. The above parties must register or request registration with UTMUN to be recognized as a voting member
- 2.2. There is a merit-based application and appointment process for General Members to then become UTMUN Staff. All those wishing to become UTMUN Staff must register for one or more Staff positions.
 - 2.2.1. Registrations 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.

- 2.3. 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 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.
 - 3.1.1.1. The Secretariat shall be responsible for taking minutes at the AGM and for general disbursement of the minutes for later viewing.
 - 3.1.1.2. The Secretariat 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
- 3.3. The Secretariat reserves the right to add, remove, or modify Staff positions as is deemed necessary for the organization.
 - 3.3.1. Staff position modifications that affect the overall structure of the organization must be passed as an amendment
- 3.4. The Secretariat reserves the right to own, promote and make use of any academic content generated by staff members throughout their tenure(s) at UTMUN, notwithstanding resignations, termination, or inactivity
- 3.5. All voting members have a right to cast votes at all general meetings of members.
- 3.6. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.7. All voting members have a right to cast votes in all group elections and referenda.
- 3.8. All voting members have a right to propose and vote on amendments to this constitution.
- 3.9. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.
- 3.10. 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:

- 3.10.1. Attend all pertinent training sessions, Staff meetings, AGMs, and Conference sessions;
- 3.10.2. Respect the space, privacy and experience of other Members and Delegates;
- 3.10.3. Act in accordance with the spirit and mandate of the United Nations during UTMUN events;
 - 3.10.3.1. 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);
 - 3.10.3.2. Understand that Membership and Staff positions may be suspended or terminated if a member is determined to violate the general spirit of UTMUN.
 - 3.10.3.3. Failure to comply with any of these regulations 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 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 will consist of the following members:
 - 4.2.2.1. Chargé(e) D'Affaires
 - 4.2.2.2. Director of Equity
 - 4.2.2.3. Director of Corporate Relations
 - 4.2.2.4. Director of Delegate Experience
 - 4.2.2.5. Director of Logistics
 - 4.2.2.6. Deputy Chargé(e) D'Affaires
 - 4.2.2.7. Deputy Equity Director
 - 4.2.2.8. Director of General Assemblies
 - 4.2.2.9. Director of ECOSOC
 - 4.2.2.10. Director of Specialized Committees
 - 4.2.2.11. Director(s) of Crisis Committees
 - 4.2.2.12. Director of Public Relations
 - 4.2.2.13. Director of Design and Branding
- 4.3. All voting members of the Secretariat must be currently registered students of the

University of Toronto.

- 4.4. Non-voting members may hold only non-voting positions in the Secretariat.
- 4.5. 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.
- 4.6. Persons holding non-voting positions on 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.

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” along with the Director of Finance;
 - 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.
- 5.2. The Under Secretary General, Academics is to be responsible for:
 - 5.2.1. Liaising with Branch Directors, Directors, Vice-Directors, Moderators and

- Pages in coordinating the academic and procedural aspects of the Conference;
 - 5.2.2. Finalizing background guides and conducting procedural training;
 - 5.2.3. Maintaining regular communication with the Director of General Assemblies, Director of ECOSOC, Director of Specialized Committees, and Directors of Crisis Committees, 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;
 - 5.3.2. Coordinating the ordering of all conference materials, and track progress in ordering materials;
 - 5.3.3. Finding a printer, and securing printed conference materials from them: delegate handbook, nametags, placards, and certificates;
 - 5.3.4. Ordering gavels, lanyards, and folders etc;
 - 5.3.5. Overseeing the progress, and directly overseeing the progress of the Chargé(e) d'Affaires, Director of Public Relations and Director of Design and Branding.
 - 5.3.6. Coordinating with different branches for interviews and maintaining contact lists for all staff members;
 - 5.3.7. Aiding the Chargé(e) d'Affaires in conference registration and the placement of delegates;
 - 5.3.8. Organizing the ordering of all conference materials in a timely manner;
 - 5.3.9. Answering general queries about the conference from the public.
 - 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" along with the Secretary-General;
 - 5.4.3. Spearheading the drafting of the budget proposal for the current academic year following the inauguration of the Secretariat;
 - 5.4.4. 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 spaces, the acquirement of placards, nametags, handbooks and various stationary supplies, as well as setting up Committee rooms;
 - 5.5.3. Overseeing the Administrative Conference Staff prior to and during the Conference.
 - 5.5.4. Delegating responsibilities to the Directors of Logistics, Delegate

Experience, and Corporate 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 a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

- 7.1. The Under Secretary-General, Finance shall keep an active record of income and expenses.
- 7.2. The Under Secretary-General, Finance shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Under Secretary-General, Finance must approve all expenditures over \$100.00.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

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

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

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

8.2 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.

8.3 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.

8.4 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.

8.5 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.

8.6 All funds raised from UTMUN Conferences are the sole property of UTMUN, and are to be used to fund future UTMUN Conferences.

8.7 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.

8.8 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.

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 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.

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 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.

9.2. A vote to revoke membership must be held at a meeting of the Executive Board.

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

9.4. Any member facing removal shall have the right to appeal the decision of the Executive Board to the general membership.

9.5. 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.

9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

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

10. Article Ten – Amendments

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

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

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

10.4. 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.