

Constitution of “UTSC Model United Nations”

1. Article One – Name and Purpose

The official name of the recognized student group is “UTSC Model United Nations”

The official acronym or abbreviation of the group is “SCMUN”

The UTSC Model United Nations (SCMUN) campus group offers interactive opportunities for students to participate in mock United Nations sessions. This initiative helps members develop essential skills such as public speaking, research, and negotiation, while immersing themselves in international diplomacy. It also allows students to stay informed about current affairs, network with other institutions, and challenge their understanding of global issues.

The primary goal of SCMUN is to create a vibrant and inclusive community that welcomes students from all academic disciplines and levels of MUN experience. There are no specific degree or program requirements to join SCMUN; the experiences gained through participation are beneficial across various fields of study and can be applied to various career paths.

Engaging in MUN conferences enhances students' awareness of global issues and fosters a commitment to collaborative problem-solving. Participants are encouraged to advocate for solutions to international challenges, promoting peace and mutual understanding. The skills developed through SCMUN, including the ability to understand and articulate diverse perspectives, are valuable in a wide range of careers.

Participants in SCMUN can look forward to a variety of activities, including conferences, workshops, and training sessions. These events are designed to improve research skills, critical thinking, and public speaking, enabling students to effectively share their ideas and contribute to meaningful discussions.

SCMUN also focuses on developing leadership qualities. Members are encouraged to take the initiative and become a member of organizational and administrative teams, which helps them develop leadership and management abilities that they can use both inside and outside of the MUN framework.

To further its mission, SCMUN seeks to expand its reach by forming partnerships with academic institutions and organizations both locally and internationally. These collaborations aim to foster intercultural dialogue, exchange innovative ideas, and provide diverse perspectives on global issues, enriching the educational experience for all participants. Additionally, these partnerships offer students the chance to engage with peers outside their local communities and access more resources to support their future success.

2. Article Two – Membership and Membership Fee

The SCMUN club will maintain an updated list of all members for organizational purposes and communication. Voting membership is exclusively available to registered students of UTSC, allowing them to participate in decision-making processes within the club. Non-voting membership is open to University of Toronto staff, faculty, alumni, and individuals from outside the university who are welcome to participate in activities but do not have voting rights. Non-voting members do not have the same privileges as voting members, including the right to vote on club matters or hold certain leadership positions. There is no annual membership fee for joining SCMUN, ensuring accessibility for all interested participants.

3. Article Three – Rights of Members

Voting members have the right to attend all general meetings of the club. Voting members are entitled to cast votes at all general meetings of the club. Voting members have the right to stand for election, unless otherwise specified in this document. Voting members have the right to vote in all group elections and referenda. Voting members are entitled to propose and vote on amendments to the club's constitution. Non-voting members do not have the rights described in Article Three, as outlined in Article Two.

4. Article Four - Executive Committee

The term for all positions on the Executive Committee runs from May 1st to April 30th each year. The Executive Committee will be composed of voting members responsible for leading and managing the club. All voting members of the Executive Committee must be currently registered students at UTSC.

Non-voting members may hold only non-voting positions on the Executive Committee and will not have decision-making authority. The maximum number of non-voting positions on the Executive Committee is limited to one position or ten percent of the total positions, whichever is greater. Individuals holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact for the club. No individual may serve as a financial authority or signing authority for SCMUN if they are already fulfilling these roles for another recognized student group at the University of Toronto.

The Executive Committee may appoint directors or coordinators for various committees. These individuals do not have executive decision-making authority and are not eligible to vote at Executive Committee meetings. The Executive Committee is responsible for overseeing the club's activities, ensuring effective management, and upholding the values and objectives of SCMUN.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- Serve as the chief decision-maker, guiding the strategic direction and vision of the club.
- Curate and develop training resources to support and enhance the skills of general members.
- Oversee the planning and execution of all conferences and ensure effective logistics management.
- Act as the primary point of contact for the group.
- Provide detailed information about conference trips and work with the Director of Finance to calculate and manage costs for members.
- Maintain signing and financial authority with the Director of Finance.
- Establish partnerships and sponsorships with Outreach to support club activities.
- Organize leadership meetings to align club goals and strategies.
- Represent the club at external events to build its reputation and network.
- Ensure a positive transition of office from one year to the next.

5.2. The Secretary-Vice President shall:

- Complete duties of the President in their absence.
- Ensure activities of the club comply with policies of the University of Toronto.
- Coordinate organizational recruitment efforts.
- Deliver training resources to delegates to enhance their preparation and performance.
- Collaborate with all departments to oversee all aspects of conference planning.
- Train staff for chair roles for the conference.
- Schedule and coordinate executive and general meetings.
- Assist in creating and managing the conference's agenda and schedule.
- Handle logistical arrangements for conference-related travel and accommodation.
- Facilitate communication between delegates, staff, and executive members to address any issues or concerns.

5.3. The Secretary of Outreach shall:

- Develop and execute outreach strategies to increase the club's visibility and attract new members. Share these strategies with the Director of Marketing.
- Establish and maintain relationships with hosting institutions.
- Organize informational sessions, workshops, and recruitment events to engage potential delegates and supporters.
- Partner with the finance team to secure optimal rates by contacting hotel and transportation providers on behalf of all members.

- Assist in planning and executing public relations campaigns to enhance the club's image and presence.
- Represent the club at external events and networking opportunities to build partnerships and foster collaboration.
- Work with the Director of Finance to find and apply for all possible sponsorships and grants.

5.4. The Director of Finance shall:

- Oversee the management of the club's financial resources and cash flow, ensuring effective allocation and tracking.
- Maintain accurate records of receipts, expenditures, and overall financial transactions.
- Collaborate with the outreach team and discuss hotel and transportation options.
- Collect and handle all payments for conferences.
- Identify and apply for relevant grants and funding opportunities to support the club's initiatives and events with the outreach team.
- Develop financial strategies to optimize funding and reduce costs.
- Coordinate with other executive members to ensure financial considerations are integrated into planning and decision-making processes.
- Handle financial inquiries and resolve any issues related to budgeting and expenditure.
- Ensure all financial practices adhere to club policies and regulatory standards.
- Provide a financial report of the club and per-member expenses at the end of the term.

5.5 The Director of Marketing shall:

- Develop and maintain all media platforms, ensuring they are up to date with the latest information and resources.
- Design and implement marketing strategies to promote club events and activities, increasing visibility and engagement within the community.
- Produce engaging video content that highlights key moments and achievements from conferences and significant club events.
- Act as the primary contact on media channels, managing communication and addressing any inquiries or concerns.
- Create and schedule posts that enhance the club's online presence.
- Develop promotional materials such as flyers, brochures, and digital advertisements to support event marketing efforts.

6. Article Six – Elections

All voting positions on the Executive Committee will be filled through an annual election. All members with voting rights can seek nominations for and vote in these elections. Non-voting

members can only seek nominations for non-voting positions and are not eligible to vote in any election. The candidate who receives the highest number of votes for each position will be declared the executive member.

Elections must be conducted impartially, with no candidate participating in the planning or administration of the election process. In cases where positions remain unfilled after the initial election, current officers will temporarily assume the responsibilities of those positions until a by-election is held. The by-election will be decided by a simple majority vote (50% + 1).

Election-related advertising needs to run for at least one week. During this period, members who wish to run for an executive post may do so by self-nominating. The president will monitor and manage this process impartially, alongside volunteers. All candidates must attend a briefing to go over the election regulations. All candidates must be present; if they are unable to do so, they must appoint a representative. During this period, candidates can campaign and inform MUN members about their candidacies. The voting platform will be coordinated and controlled by the previous president.

7. Article Seven – Finances

Funds will be managed by the President, Secretary-Vice President, and Director of Finance and will be used for specific purposes, including purchasing food for events and fundraisers, partially covering accommodation costs for trips, and buying necessary supplies. Financial decisions will involve consulting with the executive team, with votes held to resolve disagreements; in case of a tie, the Secretary-Vice President will have the final decision.

The Director of Finance is responsible for submitting audits, receipts, and documentation to SCSU and relevant organizations, applying for funding opportunities, and tracking expenses. They will also design the annual budget with the President and plan and collect payments for conferences. The Director of Finance must present financial updates at annual meetings, and all expenditures over \$100 require majority approval from the Executive Committee. The group must avoid commercial activities and cannot operate for profit, pay officer salaries, or function as a commercial entity.

8. Article Eight – Meetings

General group meetings will be held weekly/biweekly during the fall semester, focusing on training members in MUN procedures and debate. At the end of the winter semester, a final meeting will review progress in fundraising, tabling efforts, and outlines conferences for the second semester, including finalizing delegate fees. In the second semester, meetings will be scheduled monthly (or biweekly). The concluding winter semester meeting will recap the group's missions, goals and achievements, and provide a financial report. The final meeting will

feature a complimentary session dedicated to awarding and recognizing achievements from the conference.

Meeting frequency may adjust based on the number of conferences attended throughout the year

9. Article Nine - Termination of Membership

The Executive Committee can revoke a member's membership if their actions harm the club's interests or if they fail to disclose significant conflicts of interest. Revocation requires a two-thirds majority vote from the Executive Committee. Members facing removal have the right to appeal to the general membership, where a simple majority vote can uphold the revocation. Once membership is terminated, the individual loses all associated privileges. Executive Committee members are subject to the same revocation process as general members.

10. Article Ten – Amendments

Any changes to a campus group's constitution must undergo a formal amendment process to prevent arbitrary modifications. Proposed amendments require approval from the group's membership through a general meeting, with a two-thirds majority vote needed for passage. Additionally, amendments must be approved by the University of Toronto offices, SCSU, and the Centre for Student Engagement before being finalized. Once approved, the Executive Committee must submit the revised constitution to the Division of Student Life at the University of Toronto within two weeks. Amendments only take effect after receiving final approval from the Division of Student Life.