

UTM Model United Nations Constitution

2025–2026

Article I: Campus Group Name

The name of this campus group shall be: **UTM Model United Nations (UTM MUN)**

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 (UTM undergraduate students). Community members and alumni may be offered associate membership. Associate membership consists of 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 and Responsibilities

The executive council shall consist of the following roles:

1. **Secretary-General:** Responsible for the overall leadership of the club, the Secretary-General chairs all meetings, represents the group to UTMSU and external organizations, and ensures that all club initiatives align with its mission and run smoothly.
2. **Deputy Secretary-General:** This person acts as the second-in-command, assisting the Secretary-General and coordinating communication between portfolios. They ensure deadlines and goals are met and step in when the Secretary-General is unavailable. They help maintain consistency and team cohesion.
3. **Director-General:** Responsible for delivering training resources to the delegates; hiring staff for the in-house conference; working with the Secretary-General and deputy to oversee conference planning; training the staff for chair roles in the UTM MUN conference; scheduling executive and general meetings; overseeing assignment of roles for high school delegates for conference.
4. **Under-Secretary-General for Conferences:** Leads the planning and execution of UTM MUN's annual conference. Coordinates logistics, delegate experience, scheduling, and team assignments. Works closely with External Relations, Finance, and Events to ensure a successful conference.
5. **Under-Secretary-General for Internal Affairs:** Manages the operational side of the club by booking rooms, organizing documentation, ordering catering, maintaining meeting minutes, and facilitating internal structure and organization.
6. **Under-Secretary-General for External Relations:** Responsible for forming and maintaining connections with other MUN clubs, schools, and conference organizers. This role handles delegate registration, partnerships, and official correspondence.
7. **Under-Secretary-General for Budget and Finance (Treasurer):** Oversees all financial responsibilities, including budget planning, tracking expenses, submitting UTMSU audits, and ensuring events remain financially viable.
8. **Under-Secretary-General for Communications & Public Information:** Manages all written and strategic communications, including announcements, newsletters, social media captions, promotional campaigns, and branding. This executive ensures consistent messaging and maintains the club's visibility, tone, and engagement with the broader student body.
9. **Under-Secretary-General Media:** Responsible for the club's visual and multimedia content. This includes photography, videography, reels, editing, and graphic creation. The Media USG brings events and initiatives to life visually and supports all other executives in producing

high-quality digital content.

10. **Under-Secretary-General for Operations/Events:** Plans and executes general club events such as training sessions, socials, and panels. This role focuses on member engagement and successful event delivery.

If any executive role remains unfilled after elections, the club will open an immediate hiring process for that position. Temporary support may be provided by another executive or associate until the role is filled.

11. **Associate Roles:** Each executive may be supported by an associate. Associates do not require Model UN experience and are open to any member looking to gain leadership experience. Associates assist in the day-to-day tasks of the portfolio and are appointed by the executives.

Article V: Meetings

Executive meetings will be held **biweekly** during the Fall and Winter semesters. At least one **General Meeting** per semester will be held to review club goals, elections, finances, and feedback.

Additionally, these General Meetings will include a financial report if requested by any member.

Article VI: Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Suppose election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee. In that case, 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 Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO 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 CRO.

- **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 CRO 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

If an executive role is not filled during the elections, the club will host an open call for applications and interview candidates until the vacancy is filled.

In the event of a tie between candidates, the following tie-breaking procedure will be implemented:

- A runoff vote will be held between the tied candidates to determine the winner.
- If the runoff vote also results in a tie, the Chief Returning Officer (CRO) will cast the deciding ballot.

Article VII: Removal from Office

An executive member will be removed through one of the following:

- **Failure to communicate:** Removal after repeatedly failing to respond to messages (must respond within 24 hours) or update the team regarding responsibilities, without providing valid reasoning.
- **Unnotified absence:** Removal after missing **2 consecutive meetings** without advance notice or proper explanation.

- **Performance breach:** Removal after receiving **1 formal written warning**, followed by continued failure to meet expectations or fulfill assigned duties.
- **Negligence of role:** Removal if the executive member consistently fails to perform the responsibilities outlined in the constitution, including lack of follow-through on delegated tasks **(if missed 3 deadlines, automatic removal)**.
- **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).

By-elections will be held if a role becomes vacant mid-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

This Constitution was adopted by the UTM Model United Nations Executive Council for the 2025–2026 academic year.