

Constitution of the United Nations Students Association (UNSA)

University of Toronto

SECTION I | Name and Purpose

1. The official name of the student organization is the “*United Nations Students Association (University of Toronto)*.”
2. The official acronym or abbreviation of the group is “UNSA.”
3. This constitution entrusts the UNSA Executive Team (“the Executive” or “the Execs”) with the mandate for the effective functioning and good governance of UNSA.
 - a. For circumstances, conditions, events, problems and situations not covered by this Constitution, the Executive is also mandated to prepare ad hoc procedures that are in accordance with the spirit of this Constitution and the mandate of UNSA;
 - b. The President and the Executive shall adopt policies that govern UNSA but do not supersede or contradict the terms in this Constitution.
4. The purpose of UNSA shall be to:
 - a. Represent the interests and the co-curricular well-being of
 - i. UNSA’s *paid* General Membership (“UNSA Membership” or “UNSA Members”),
 - ii. Students within the Model United Nations community across the St. George, Scarborough, and Mississauga campuses of the University of Toronto;
 - b. Train, prepare and send student delegates to inter-collegiate Model United Nations conferences;
 - c. Provide a community for students to debate, practice public speaking, and educate themselves about international relations, politics, and public policy, with other interested members of the University of Toronto;
 - d. Cooperate internally and coalesce externally with:
 - i. North American Model United Nations (“NAMUN”),
 - ii. University of Toronto Model United Nations (“UTMUN”)
 - iii. Secondary School Interactive Crisis Simulation (“SSICSim”).

SECTION II | Membership and Membership Fee

5. The Executive shall maintain a list of UNSA members.
 - a. Voting membership is open to all registered students of the University of Toronto.
 - b. Voting membership is open only to registered students of the University of Toronto.

- c. 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.
- d. The membership fee is a one time payment of 10\$
 - i. If the executives deem the fee to no longer be needed, an executive vote will be held to amend the requirement.

SECTION III | Rights of Members

- 6. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 7. All voting members have a right to attend all general meetings of members.
 - a. All voting members have a right to cast votes at all general meetings of members.
 - b. All voting members have a right to stand for election unless otherwise stated in this document.
 - c. All voting members have a right to cast votes in all group elections and referendums.
 - d. All voting members have a right to propose and vote on amendments to this constitution.
 - e. The rights prescribed here are not awarded to non-voting members
- 8. UNSA Members shall have the exclusive privilege to attend Model United Nations conferences and represent the University of Toronto and UNSA, should they register and pay for said conferences.
 - a. Registration and payment does not guarantee that all members may be able to attend.
 - b. At the discretion of the Executive, access to conference registration may also be given to other undergraduate students at the St. George, Scarborough and Mississauga campuses of the University of Toronto.

SECTION IV | Executive Structure and Directorship Structure

- 9. The Mandate of the UNSA Executive (“administrative year”) shall run from *the third Friday of March* of the year to the *third Friday of March* in the succeeding year;
- 10. The Executive shall be comprised of 2 elected voting members and 1 appointed non-voting member, marking 3 executives in total.
- 11. All voting members of the UNSA Executive must be currently registered students of the University of Toronto.
 - a. Non-voting members may hold only non-voting positions on the Executive Committee.

- b. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten percent (10%) of the positions on the Executive Committee, whichever is greatest.
 - c. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact, unless otherwise stated by the President
- 12. Outside of Executive, the UNSA team will have 17 directorship positions, separate from the Executive and without any of the Executive voting powers. They are appointed by the president, and have special memberships privileges, which are more than general members, but less than the executive in stature and reach.
- 13. The 2 *elected* positions of the Executive, along with their roles and responsibilities are as follows:
 - a. The President *shall*
 - i. Be eligible to cast votes at meetings of the Executive Committee,
 - ii. Oversee the operations, management, and success of the group,
 - iii. Serve as spokesperson for the group,
 - iv. Hold signing and financial authority along with the VP Finance,
 - v. Preside over meetings of the Executive Committee and/or members,
 - vi. Provides overall strategic direction and vision for the club
 - vii. Ensure a transition of office from one year to the next;
 - b. The Vice President, *shall*
 - i. Be eligible to cast votes at meetings of the Executive Committee,
 - ii. Supports the President in strategic and operational leadership,
 - iii. Oversees internal coordination across all departments,
 - iv. Steps in for the President when required,
 - v. Ensures accountability and progress on executive initiatives
- 14. The 1 *appointed* position of the Executive, along with their role and responsibilities are as follows:
 - a. The Chief of Staff, *shall*
 - i. Not be eligible to cast votes at meetings of the Executive Committee,
 - ii. Creates and maintains the master calendar for tryouts, trainings, registration deadlines, and conference dates,
 - iii. Ensures executives meet internal deadlines for delegation selection, payments, room bookings, and materials,
 - iv. Drafts meeting agendas and records action items for executive meetings,
 - v. Follows up with directors to ensure tasks related to conferences and club initiatives are completed,

- vi. Assume duties of the President in the absence of the President and Vice President
15. The 17 appointed directorship position outside of the Executive, alongside their role and responsibilities are as follows:
- a. The Director of Internal Affairs *shall*
 - i. Not be eligible to cast votes at meetings of the Executive Committee,
 - ii. Maintain a list of UNSA members, the group website and member contact list,
 - iii. Liaises with U of T administrative offices,
 - iv. Ensure activities of the club comply with policies of the University of Toronto,
 - v. Serve as the presiding authority over constitutional law and internal complaints
 - b. The Director of External Affairs *shall*
 - i. Not be eligible to cast votes at meetings of the Executive Committee,
 - ii. Ensure activities of the club comply with policies of the University of Toronto,
 - iii. Builds and maintains partnerships with both Canadian and U.S.-based conferences and institutions,
 - iv. Serves as primary liaison for Canadian and U.S. external relations,
 - v. Identifies delegation and networking opportunities in Canada and the U.S,
 - vi. Supports cross-border strategic outreach
 - c. (x2) The Canadian Head Delegate of Conferences *shall*
 - i. Not be eligible to cast votes at meetings of the Executive Committee,
 - ii. Leads logistics and delegation planning for Canadian conferences,
 - iii. Coordinates applications, travel, preparation timelines, and registration,
 - iv. Provide training to delegates ahead of Canadian conferences
 - v. Runs simulations, workshops, and competitive strategy sessions,
 - vi. Supervises and administers tryouts for the official Canadian ranked delegation of UNSA,
 - vii. Works closely with Finance for delegation readiness,
 - viii. Ensures strong competitive performance and professionalism
 - d. (x2) The US Head Delegate of Conferences *shall*
 - i. Not be eligible to cast votes at meetings of the Executive Committee,
 - ii. Leads logistics and delegation planning for US conferences,
 - iii. Coordinates applications, travel, preparation timelines, and registration,
 - iv. Provide training to delegates ahead of US conferences

- v. Runs simulations, workshops, and competitive strategy sessions,
 - vi. Supervises and administers tryouts for the official US ranked delegation of UNSA,
 - vii. Works closely with Finance for delegation readiness,
 - viii. Ensures strong competitive performance and professionalism
- e. The Director of Finances *shall*
- i. Not be eligible to cast votes at meetings of the Executive Committee,
 - ii. Ensure activities of the club comply with policies of the University of Toronto,
 - iii. Record all financial transactions of the group,
 - iv. Hold signing and financial authority along with the President,
 - v. Maintain a budget of income and expenses,
 - vi. Advise members on financial position of the group,
 - vii. Prepare an annual budget for the group,
 - viii. Oversees funding strategy, grants, and sponsorship acquisition,
 - ix. Ensures transparency and financial compliance,
 - x. Approves major expenditures and conference budgets
- f. The Assistant Director of Finance *shall*
- i. Not be eligible to cast votes at meetings of the Executive Committee,
 - ii. Supports budgeting, reimbursements, and expense tracking,
 - iii. Assists with sponsorship outreach and funding applications,
 - iv. Maintains financial records and documentation,
 - v. Prepares financial summaries for executive review
- g. The Director of Communications *shall*
- i. Not be eligible to cast votes at meetings of the Executive Committee,
 - ii. Manages branding and outreach for Canadian and US focused initiatives,
 - iii. Oversees social media, marketing, and promotional materials,
 - iv. Coordinates announcements for Canadian and US conferences and events,
 - v. Maintains consistent brand voice and visibility
- h. The Assistant Director of Communications *shall*
- i. Not be eligible to cast votes at meetings of the Executive Committee,
 - ii. Support the Director of Communications in all their duties
 - iii. Ensure a up to date output of email and social media correspondences
- i. The Director of Developments *shall*
- i. Not be eligible to cast votes at meetings of the Executive Committee,

- ii. Develops non-mun related academic programming and research initiatives,
 - iii. Coordinates speaker events, policy workshops, and academic panels,
 - iv. Builds long-term delegate growth pathways
- j. The Assistant Director of Developments *shall*
 - i. Not be eligible to cast votes at meetings of the Executive Committee
 - ii. Support the Director of Developments in their duties
 - iii. Expand the networking initiatives of the club
- k. (x2) The Senior Advisor *shall*
 - i. Not be eligible to cast votes at meetings of the Executive Committee,
 - ii. Provides strategic guidance based on prior executive experience,
 - iii. Advises on conference strategy, partnerships, and governance,
 - iv. Supports executive decision-making without day-to-day portfolio duties,
 - v. Assists with crisis management and institutional continuity
- l. The First Year Representative *shall*
 - i. Not be eligible to cast votes at meetings of the Executive Committee,
 - ii. Serves as the voice of first-year delegates to the executive team,
 - iii. Provides feedback on trainings, events, and conference preparation,
 - iv. Assists with onboarding, mentorship, and orientation for new members,
 - v. Supports executives during simulations, conferences, and club events
- m. The University of Toronto Scarborough Campus Counselor [UTSC Counselor] *shall*
 - i. Not be eligible to cast votes at meetings of the Executive Committee,
 - ii. Represent the Scarborough Campus within the UNSA,
 - iii. Responsible for sharing conference and event opportunities with UTSC students and student groups for member recruitment;
- n. The University of Toronto Mississauga Campus Counselor [UTM Counselor] *shall*
 - i. Not be eligible to cast votes at meetings of the Executive Committee,
 - ii. Represent the Mississauga Campus within the UNSA,
 - iii. Responsible for sharing conference and event opportunities with UTM students and student groups for member recruitment;

SECTION V | Elections and Appointments

16. All *elected* voting positions on the Executive Committee shall be filled through an annual election on or by the *third Friday of March* in any given administrative year

- a. If the election cannot be held in March for any reason, the goal is to hold at least one annual election prior to the beginning of the fall/winter academic year in September to ensure club functionality.
 - b. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position,
 - c. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee,
 - d. Non-voting group members shall not be eligible to cast a ballot for any elected position,
 - e. It is highly recommended but not required that the positions of President, Vice President and Chief of Staff are held by members with at least 1 year of prior executive experience.
17. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- a. 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.
18. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- a. The Executive shall appoint a Chief Presiding Officer (“CPO”) for the spring Executive elections. This person shall be responsible for managing the electoral process, receiving applications and counting the ballots;
 - b. If a Member cannot vote in the elections but still wishes to do, they may request the CRO for an absentee ballot in the case of a substantial and unavoidable time conflict.
19. In the event of a vacancy of any member of the Executive during the administrative year, the President shall exercise discretionary powers to appoint a qualified replacement with Executive consultation.

SECTION VI | Finances

20. The signing officers for the UNSA bank account shall be the President and VP Finance.
- a. The VP Finance shall keep an active record of income and expenses.
 - b. The VP Finance shall present the group’s updates on the group’s financial position at annual general meetings.
 - c. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
21. The group may not engage in activities that are essentially commercial in nature.
- a. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

- b. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
 - c. The group will not pay salaries to any of its officers.
- 22. Any Executive Member or General Member who intends to incur expenses to further the UNSA's interests and objectives must notify the Executive prior to incurring any expenses on behalf of UNSA based on the conditions including but not limited to:
 - a. The individual or individuals who incurred the expenses must specify the reason(s) for said expenses before making the relevant transaction in writing to the Executive,
 - b. If the individual or individuals who incurred the expenses intend to claim money back from UNSA, they must bring the receipt of the relevant transaction and present it to the VP Finance before they can receive reimbursement, and they must do so within ten business days of the applicable transaction.

SECTION VII | Meetings

- 23. The Executive shall meet weekly or bi-weekly. The quorum for Executive meetings shall be 50%+1 of the voting members of the Executive.
- 24. UNSA shall hold General Assemblies 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.
- 25. The Executive must announce the date of a General Assembly to the general membership at least two (2) weeks prior to the date of the meeting.

SECTION VIII | Termination of Membership

- 26. Members are responsible for maintaining a positive image of UNSA and the University of Toronto when interacting with parties, including but not limited to individuals and groups within the University of Toronto, as well as external individuals and groups such as Conference staff and members of other Model United Nations delegations). The responsibilities of Members are as follows:
 - a. Members may not speak on behalf of the UNSA Executive, UNSA Membership or the University of Toronto as a whole, unless explicitly authorized and instructed to do so by the Executive,
 - b. Members must act with respect and dignity during UNSA events,
 - c. UNSA Conference Delegates must agree and abide by the terms and conditions outlined in the Delegate Contact, as well as the relevant rules and regulations of the University of Toronto and respective conference organization(s).

- d. Membership can be suspended or revoked under certain circumstances as outlined in the clause below.
27. The Executive 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.
- a. A vote to revoke membership must be held at a meeting of the Executive.
 - b. A two-thirds majority of the Executive is required to approve any motion to revoke membership.
 - c. Any member facing removal shall have the right to appeal the decision of the Executive to the general membership.
 - d. 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.
 - e. 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.
 - f. Executive Committee members are subject to the same termination of membership process as general members.

SECTION IX | Constitutional Amendments

28. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- a. All voting members may propose and vote on amendments to the constitution.
 - b. 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.
 - c. 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.
29. The Executive is mandated to submit this Constitution to the relevant University administrative bodies as part of the renewal of UNSA's recognition within two (2) weeks of the annual ratification of this document during a General Meeting.

SECTION X | General Assemblies and Conferences

30. Fall and Spring General Assemblies:
- a. **UNSA's Fall General Assembly ("FGA")** shall be the avenue for the Executive to present their agenda to UNSA Membership as well as prospective UNSA Members,

- i. The FGA shall be organized in conjunction with UNSA's outreach and recruitment events and initiatives during the fall orientation period at the University of Toronto;
 - b. **UNSA's Spring General Assembly ("SGA")** shall be the avenue for the outgoing Executive to summarize UNSA activities for the administrative year,
 - i. The SGA shall be organized in conjunction with elections, and subsequent appointments, of the incoming UNSA Executive;
 - c. The Director of Internal Affairs shall be responsible for recording the proceedings of the FGA and the SGA.
31. The Executive shall appoint at least one (1) Head Delegate per conference. The responsibilities of the Head Delegate are as follows:
- a. To carry out the associated logistical arrangements, including but not limited to travel, accommodation for delegates whose conference registration is confirmed by the Executive;
 - b. To consult with members of the delegation and relay their concerns to the Executive and Conference organizers, how and when it is appropriate,
 - c. To relay all information obtained at Conference Head Delegate meetings to all delegates of UNSA in attendance;
 - d. To inform the President and the Executive, if they are not in attendance at the Conference, of any problems or concerns facing the delegation or a particular delegate.
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