

McMaster Model United Nations Conference (MACMUN) Official Constitution

1. Abbreviations:

- 1.1. Model UN – Model United Nations
- 1.2. MACMUN Conference – McMaster Model United Nations Conference
- 1.3. USG – Under-Secretary General

2. Administrative:

- 2.1. The conference shall be known as the McMaster Model United Nations Conference or MACMUN for short.
- 2.2. The conference exists as a 3/4-day simulation of the United Nations open to—both McMaster and external students.
- 2.3. The conference is a subset of the McMaster Model United Nations Team and shall be primarily organized by those on (but not limited to) the executive of the McMaster Model United Nations Team.

3. Purpose:

- 3.1. To provide undergraduate McMaster students the opportunity to attend a simulation of the activities of the United Nations in a longer, more formal, conference setup, in an accessible manner.
- 3.2. To give undergraduate McMaster students the opportunity to showcase their development from in-house debates and participate in the true Model UN experience.
- 3.3. To create a forum by which undergraduate students can meet to discuss international issues and develop the leaders of tomorrow.
- 3.4. To increase the presence of McMaster University on a national and even international scale by inviting students from other universities to attend the event.
- 3.5. To create networking opportunities for students within McMaster and with and between those outside of McMaster.
- 3.6. To provide financial assistance to undergraduate McMaster students that wish to travel abroad to attend Model UN conferences outside of McMaster.

4. Secretariat, Staff, Media Team, and Page Structure:

- 4.1. The **Secretariat** shall consist of: (Co-)Secretary General(s), Director General, USG Committees, USG Crisis, USG Operations, USG Internal Financial Affairs, USG Marketing, USG Communications, USG Media Operations, USG External Financial Partnerships, USG Delegate Affairs, Director of Committees and Crisis, and Director of Communications and Marketing.
- 4.2. The **President(s)** of the McMaster Model United Nations Team:
 - 4.2.1. Assume the role(s) of (Co-)Secretary General(s) and/or Director General.
 - 4.2.1.1. If only one candidate is elected to the position of President of McMaster Model United Nations they will assume the role of Secretary General;
 - 4.2.1.2. If co-presidents are elected, it is under their discretion to either assume

- the roles of Co-Secretary Generals or Secretary General & Director General.
- 4.2.1.3. If sub-clause 4.2.1.1 or sub-clause 4.2.1.2 holds true, the position of Director General will be hired at the discretion of the Secretary General(s)
 - 4.2.2. Are responsible for the hiring of the remainder of the McMaster Model United Nations Team, and therefore, the Secretariat as all members of the McMaster Model United Nations Team are required to fill the respective roles listed in the McMaster Model United Nations constitution on the MACMUN Secretariat.
 - 4.3. The **(Co-)Secretary General(s)** and/or Director General co-exist as the primary organizers of the conference:
 - 4.3.1. Both (Co-)Secretary General(s) and/or Director General shall specifically oversee the activities of all USGs.
 - 4.3.2. The (Co-)Secretary General(s) and/or Director General will be responsible for securing a conference venue.
 - 4.3.3. The above sub-clauses will hold true assuming that both individuals have been elected/hired. If not the case, a single Secretary General will oversee all operations of the conference.
 - 4.4. The **conference staff** shall consist of chairs, crisis analysts, the media team and pages.
 - 4.4.1. The USG Committees is responsible for overseeing the chairs.
 - 4.4.2. The USG Crisis is responsible for overseeing the crisis staff.
 - 4.4.3. The USG Media Operations is responsible for overseeing the media team consisting of: social media directors, photographers, and cinematographers.
 - 4.4.4. The pages shall be overseen by the USG Delegate Affairs.
 - 4.4.4.1. If needed the oversight of pages may be delegated to the Director of Committees and Crisis.

5. Executive Roles and Responsibilities:

- 5.1. All secretariat are responsible for:
 - 5.1.1. Upholding the roles and responsibilities of their role as outlined in this document.
 - 5.1.2. Attending meetings as organized by the Secretary General and Director General.
- 5.2. The **(Co-)Secretary General(s) and/or Director General** shall both be responsible for (assuming both positions are filled at the time that the responsibility is relevant):
 - 5.2.1. Interviewing and hiring the remainder of the Secretariat.
 - 5.2.2. Applying for relevant club-based applications as required.
 - 5.2.3. Mandating and reviewing transition reports for the outgoing secretariat and year plans for the incoming secretariat.
 - 5.2.4. Organizing on-boarding meetings soon after hiring and secretariat meetings throughout the year.
 - 5.2.5. Assisting the USGs as required.
- 5.3. The **USG Committees** shall be responsible for:
 - 5.3.1. Hiring, organizing, training, and maintaining the well-being of the chairs in each committee for the conference.
 - 5.3.2. Running committee staff feedback sessions during the conference alongside the USG Crisis.

- 5.3.3. Ensuring that background guides for each committee are prepared to a high standard and in a timely manner.
- 5.3.4. Ensuring the committee chair staff are organized during the conference.
- 5.3.5. Assisting the Director of Committees and Crisis to create appropriate committee training guides for delegates for use during the conference.
- 5.3.6. Acting as the main point of contact for the committee chair staff by communicating the needs of the committee chair staff to the rest of the Secretariat.

5.4. The **USG Crisis** shall be responsible for:

- 5.4.1. Hiring, organizing, and training the crisis staff for each committee for the conference.
- 5.4.2. Running committee committee staff feedback sessions during the conference alongside the USG Committees.
- 5.4.3. Corresponding with the USG Media Operations to ensure that crisis paths are well understood and material is prepared in advance for media coverage during the conference.
- 5.4.4. Purchasing props required for crisis execution.
- 5.4.5. Ensuring the crisis teams are organized during the conference.
- 5.4.6. Assisting the Director of Committees and Crisis to create appropriate crisis training guides for delegates for use during the conference.
- 5.4.7. Acting as the main point of contact for the committee crisis staff by communicating the needs of the committee crisis staff to the rest of the Secretariat.

5.5. The **USG Operations** shall be responsible for:

- 5.5.1. Organizing the conference venue and maintaining appropriate correspondence.
- 5.5.2. Organizing with a selected hotel in downtown Hamilton for students outside of McMaster University to stay there as the conference hotel. Also, they shall provide the option of staying in a hotel to McMaster students.
- 5.5.3. Organizing events surrounding the conference.
 - 5.5.3.1. As part of this role, the USG Operations will act as the primary means of communication to the MACMUN Secretariat concerning any and all external events affiliated with the conference.
- 5.5.4. Organizing required transportation for events and the conference.
- 5.5.5. Purchasing materials required for the conference including various decorations.
- 5.5.6. Organizing the minor details of the event including coat check-and managing logistics of the related events and food.
- 5.5.7. Running conference schedule debrief sessions at the beginning and end of each day of the conference.
- 5.5.8. Creating and maintaining the conference schedule.
- 5.5.9. Running the registration and/or help table at all times and ensuring delegate satisfaction alongside the USG Delegate Affairs.

5.6. The **MACMUN Financial Affairs Team** will consist of:

- 5.6.1. The **USG Internal Financial Affairs, who** shall be responsible for:
 - 5.6.1.1. Managing the conference finances by:

- 5.6.1.1.1. Providing monthly reports on the budget and advising the other secretariat members accordingly.
- 5.6.1.1.2. Attending monthly finance meetings to share the financial situation of the conference with the rest of the staff.
- 5.6.1.1.3. Working in collaboration with the USG External Financial Partnerships to ensure that the finances are in line with the sponsorships being acquired. Collaborating with USG Communications and USG External Financial Partnerships to create the sponsorship package and helping to secure sponsorships.
- 5.6.1.2. Working with the respective Secretariat members in finances related to their portfolio, in order to approve executive and staff purchases.
- 5.6.2. The **USG External Financial Partnerships** shall be responsible for:
 - 5.6.2.1. Securing sponsorships (food / monetary / coupons / in kind / other) from various businesses including, but not limited to:
 - 5.6.2.1.1. Corporate sponsorships;
 - 5.6.2.1.2. McMaster-associated organizations and faculties;
 - 5.6.2.1.3. Restaurants;
 - 5.6.2.1.4. Nearby businesses;
 - 5.6.2.1.5. Other organizations or willing sponsors.
 - 5.6.2.2. Working with the USG Communications and USG Finance to prepare a sponsorship booklet to present to various businesses and organizations.
 - 5.6.2.3. Following up with all sponsors after the conference with impact reports and thank you cards.
 - 5.6.2.4. Applying to awards at McMaster or externally to bring additional funding to the conference.
 - 5.6.2.5. Creating and maintaining the delegate financial resource booklet that outlines financial resources students can use to help subsidize the cost of attending the conference.

5.7. The **USG Marketing** shall be responsible for:

- 5.7.1. Running staff feedback sessions during the conference.
- 5.7.2. Managing general social media and promotion for the conference, especially relating to, staff, and delegate applications by:
 - 5.7.2.1. Planning and executing a promotional plan for staff and delegate applications.
 - 5.7.2.2. Managing all social media platforms i.e. Facebook, Linked-In, Instagram, Twitter, Youtube, to release promotional materials.
- 5.7.3. Initiating relevant social media advertising campaigns during the conference to highlight the Secretariat as well as sponsors involved during the conference (E.g. McMaster University Instagram Takeover, Facebook Live events).
- 5.7.4. Collaborating with USG Delegate Affairs and Director of Committees and Crisis in USG Delegate Affairs and Director of Committees and Crisis in creating Facebook groups for all committees prior to the start of the conference, and adding all committee members. Creating the MACMUN (Year e.g. 2019) Delegates Page and advertising the Committee pages leading up to the conference.

- 5.7.5. Facilitating contact with the MACMUN staff team concerning media updates relevant to the MACMUN news platform in collaboration with the USG Marketing and USG Communications.
 - 5.7.6. Working with the USG Media Operations to forge relationships with relevant stakeholders and faculties at McMaster.
- 5.8. The **USG Communications** shall be responsible for: Preparing the conference materials including placards, nametags, posters, and delegate handbooks.
- 5.8.1. Working with the USG Crisis to ensure the media teams are all clear on the crisis paths and preparing media content in advance relating to these events.
 - 5.8.2. Preparing the sponsorship booklet in collaboration with the USG Finance and USG Public Relations.
 - 5.8.3. Collaborating with the USG Marketing to create graphics for promotional materials for the conference that reflect the promotional plan and theme. Specifically working with printing services and staff to ensure the materials are produced and distributed in time for the promotional plan.
 - 5.8.4. Managing the macmun.org website and keeping it up to date with all new information e.g. background guide release, sponsor additions etc. Additionally, notifying the USG Marketing when changes have been made to the website so any relevant ones may be advertised to delegates across social media platforms e.g. background guide release, notification of where to find training resources.
 - 5.8.5. Acting as the primary point of contact for MACMUN, managing emails from the macmun@mcmaster.ca account.
 - 5.8.6. Releasing the feedback form for the entire conference during the last committee session of the conference.
 - 5.8.7. Facilitating contact with the MACMUN staff team concerning media updates relevant to the MACMUN news platform in collaboration with the USG Marketing and USG Media Operations.
- 5.9. The **USG Media Operations** shall be responsible for:
- 5.9.1. Managing the media team(s) during the event to ensure the success of the media aspect of the conference. This goes hand-in-hand with hiring, preparing, and training the media team beforehand as required.
 - 5.9.2. Coordinating with hired videographers to produce any and all promotional videos associated with MACMUN (e.g. Promotional video and Recap video(s))
 - 5.9.3. Working with the USG Crisis to ensure that crisis paths are well understood and material is prepared in advance for media coverage during the conference.
 - 5.9.4. Creating the necessary materials needed for the media team to operate day-to-day during the conference
 - 5.9.5. Acting as the primary point of contact for the media team to the Secretary General during the conference.
 - 5.9.6. Creating a system for the MACMUN staff team to update the media team with updates relevant to the MACMUN news platform.
 - 5.9.7. Facilitating contact with the MACMUN staff team concerning media updates relevant to the MACMUN news platform in collaboration with the Director of

Communications and Marketing.

5.9.8. Working with the USG Marketing to forge relationships with relevant parties and faculties at McMaster.

5.10. The **USG Delegate Affairs** shall be responsible for:

5.10.1. The recruitment, promotion and direct contact with external delegations. Will work closely with both the VP and Director of External Affairs to foster and maintain these connections.

5.10.2. Maintaining and documenting the quality of the overall experience of delegates at MACMUN, both prior to and during the conference. Will take part alongside the Secretary and Director General in running both committee and head delegate feedback sessions.

5.10.3. Running the registration and/or help table at all times and ensuring delegate satisfaction alongside the USG Operations.

5.10.4. Creating necessary delegate, staff and Secretariat feedback forms after the conference.

5.10.5. Hiring pages as needed for each committee held at MACMUN and oversight of pages during the conference, with assistance from the Director of Committee and Crisis.

5.10.6. Collaborating with USG Marketing and Director of Committees and Crisis creating Facebook groups for all committees prior to the start of the conference, and adding all committee members. Creating the MACMUN (Year e.g. 2019) Delegates Page and advertising the Committee pages leading up to the conference.

5.11. The **Director(s) of Committees and Crisis** shall be responsible for:

5.11.1. Overseeing all committee and crisis operations alongside the USG Committees and USG Crisis.

5.11.2. Ensuring all committees and crises are running smoothly and helping the USG Committees and USG Crisis to run staff feedback sessions after the conference.

5.11.3. Working with the Director of Communications and Marketing to ensure all delegate resources for committees are readily accessible for delegates and clear.

5.11.4. Assisting the USG Delegate Affairs to hire pages as needed for each committee held at MACMUN and oversight of pages during the conference.

5.11.5. Collaborating with USG Marketing and USG Delegate Affairs creating Facebook groups for all committees prior to the start of the conference, and adding all committee members. Creating the MACMUN (Year e.g. 2019) Delegates Page and advertising the Committee pages leading up to the conference.

5.11.6. Creating the necessary crisis and committee training guides for use during the conference, with the assistance of the USG Committees and USG Crisis.

5.12. The **Director of Communications and Marketing** shall be responsible for:

5.12.1. Assisting the USG Communications in preparing the necessary conference materials including placards, nametags, posters, and delegate handbooks.

5.12.2. Assisting the USG Marketing to initiate relevant social media advertising

campaigns during the conference to highlight the Secretariat as well as sponsors involved during the conference (E.g. McMaster University Instagram Takeover, Facebook Live events).

- 5.12.3. Assisting the USG Communications in managing the macmun.org website and keeping it up to date with all new information e.g. background guide release, sponsor additions etc.
- 5.12.4. Working with USG Media Operations to manage any and all committee and crisis updates on the MACMUN News platform
- 5.12.5. Working with the Director of Committees and Crisis to ensure all delegate resources for committees are readily accessible for delegates and clear.
- 5.12.6. Managing media team feedback sessions alongside the USG Media Operations