

# McMaster Model United Nations Club Official Constitution

## 1. Name

- 1.1. The club shall be known as: [McMaster Model United Nations (MACMUN)], an MSU constituted club.

## 2. Purpose

- 2.1. To simulate the United Nations system, through engagement in debate on current issues and the use of diplomacy and negotiation while providing solutions to such issues. Additionally, to increase awareness and interest in international issues at McMaster University.

## 3. Membership

- 3.1. Membership in the club shall be open to all members of the MSU who support the purpose of the club.
- 3.2. Honorary Membership shall be granted to an interested party (non-MSU members) upon approval by the executive or membership committee of the club.
- 3.3. Honorary Members may not hold executive positions, expend funds, or have voting status at meetings.
- 3.4. Members are expected to attend a portion of the in-house sessions as well as a conference, if possible.

## 4. Executive

- 4.1. The Club executive will consist of; President(s), Vice-President Internal Outreach, Vice-President Internal Events, Vice-President External Affairs, Vice-President Administration, Vice-President Finance, Vice-President Marketing, Vice-President Communications, Vice-President Sponsorships, Vice-President Media Operations, Director of Internal Affairs, Director of Media and Junior Representative(s).
- 4.2. The **President(s)** shall:
  - 4.2.1. Preside over all meetings of the club and shall be an ex-officio member of all committees within the club.
  - 4.2.2. Call all executive meetings and general meetings.
  - 4.2.3. Enforce all related club and conference policies.
  - 4.2.4. Hires club executives
  - 4.2.5. Coordinates following year Presidential elections
  - 4.2.6. Handle the day-to-day operations of the club.
  - 4.2.7. Ensure the club's adherence to MSU policies.
- 4.3. The **Vice-Presidents and Other Executive Members** shall:
  - 4.3.1. Perform the duties of the President(s) in the latter's absence and shall assist the President(s) where required.
  - 4.3.2. Perform such other duties that are from time to time assigned by the President(s), executive or general membership.
- 4.4. The **VP Internal Outreach** shall:
  - 4.4.1. Keep up to date with current world events.
  - 4.4.2. Plan normal non-crisis in-houses and assist the VP Internal Events in planning

crisis-focused in-houses.

- 4.4.3. Work with the VP Internal Events to lead training sessions that the club is hosting for internal purposes, and run the MACMUN course and extra training sessions leading up to the conference.
  - 4.4.4. Oversee the role of the Director of Internal Affairs alongside the VP Internal Events.
  - 4.4.5. Assume the role of USG Committees on the MACMUN Secretariat.
  - 4.4.6. Work with other students groups and clubs in the McMaster community to plan professional development and career workshops for McMaster students.
  - 4.4.7. Organize the logistics of the outreach events (those involving other groups on the McMaster campus) and get any help or connections as needed from the VP Administration and VP Internal Events.
  - 4.4.8. Plan “themed” in-houses in collaboration with various MSU clubs
  - 4.4.9. Perform such other duties that are from time to time assigned by the President(s), executive or general membership.
- 4.5. The **VP Internal Events** shall:
- 4.5.1. Keep up to date with current world events.
  - 4.5.2. Plan normal normal crisis-focused in-houses and assist the VP Internal Outreach in planning non-crisis-focused in-houses.
  - 4.5.3. Work with the VP Internal Outreach to lead training sessions that the club is hosting for internal purposes, and run the MACMUN course and extra training sessions leading up to the conference.
  - 4.5.4. Oversee the role of the Director of Internal Affairs alongside the VP Internal Outreach.
  - 4.5.5. Assume the role of USG Crisis on the MACMUN Secretariat.
  - 4.5.6. Plan special events that the club will hold (e.g. RezLife MiniMUN, Speaker Series) and get any help or connections as needed from the VP Administration and VP Internal Outreach.
  - 4.5.7. Perform such other duties that are from time to time assigned by the President(s), executive or general membership.
- 4.6. The **VP External Affairs** shall:
- 4.6.1. Scout for potential university-level conferences for the club to attend.
  - 4.6.2. Network with other conference contacts, especially on the Eastern US Seaboard at university-level conferences.
  - 4.6.3. Organize drop-in information sessions to advertise potential external conferences.
  - 4.6.4. Organize and register McMaster external delegations to other conferences. Host external conference training sessions for external delegations.
  - 4.6.5. Assume the role of USG Delegate Affairs on the MACMUN Secretariat.
  - 4.6.6. Must attend at least one external conference in the Fall semester to network for the conference (e.g. QMUNi, RYEMUN)
  - 4.6.7. Perform such other duties that are from time to time assigned by the President(s), executive or general membership.
- 4.7. The **VP Administration** shall:
- 4.7.1. Keep detailed minutes of all official meetings.
  - 4.7.2. Preside over club executive meetings in the President(s) absence.

- 4.7.3. Assist the President(s) in club department oversight as needed and as directed at the President's discretion
  - 4.7.4. Be responsible for maintaining oversight and adherence to club and conference policies
  - 4.7.5. Maintain the internal stability of the club and conference.
  - 4.7.6. Maintain the club's membership list and archival documents.
  - 4.7.7. Complete room booking and EOHSS forms for all club events.
  - 4.7.8. Assume the role of USG Operations on the MACMUN Secretariat.
  - 4.7.9. Perform such other duties that are from time to time assigned by the President(s), executive or general membership.
- 4.8. The **VP Finance** shall:
- 4.8.1. Keep the account books of the club, shall arrange for the custody and distribution of funds pursuant to the executive and general membership's direction.
  - 4.8.2. Give a report to the finances of the club at each executive meeting and have the books available upon the request of any member of the club.
  - 4.8.3. Collaborate with the VP Sponsorships to seek community sponsorships for events.
  - 4.8.4. Aid in the collection and distribution of funds for events.
  - 4.8.5. Assume the role of USG Internal Financial Affairs on the MACMUN Secretariat.
  - 4.8.6. Perform such other duties that are from time to time assigned by the President(s), executive or general membership.
- 4.9. The **VP Sponsorships** shall:
- 4.9.1. Collaborate with the VP Finance to secure any funds necessary for special and outreach events, including events planned by the VP Internal Outreach and VP Internal Events, from external associations, corporations, clubs and societies etc.
  - 4.9.2. Foster connections within the McMaster club community for collaboration opportunities.
  - 4.9.3. Work with the Hamilton community and look for and advertise volunteering opportunities for McMaster students in United Nations related roles.
  - 4.9.4. Assume the role of USG External Financial Partnerships on the MACMUN Secretariat.
  - 4.9.5. Perform such other duties that are from time to time assigned by the President(s), executive or general membership.
- 4.10. The **VP Marketing** shall:
- 4.10.1. Promote all club events and accomplishments across all relevant social media platforms.
  - 4.10.2. Work alongside the VP Communications and VP Media Operations to coordinate any promotional plans and request graphic material within a reasonable time frame.
  - 4.10.3. Organize and assign tabling sessions whenever necessary to promote club events.
  - 4.10.4. Manage all social media platforms, including being responsible for timely correspondence of the association through the Facebook page, and creating Facebook events for all club events that are to be advertised to general members.
  - 4.10.5. Assume the role of USG Marketing on the MACMUN Secretariat.
  - 4.10.6. Perform such other duties that are from time to time assigned by the President(s), executive or general membership.

- 4.11. The **VP Communications** shall:
  - 4.11.1. Design graphics for all club events and work with VP Marketing and VP Media Operations for any other promotional needs.
  - 4.11.2. Be responsible for all correspondence of the association through the mailing list and club e-mail(s) ([macmun@mcmaster.ca](mailto:macmun@mcmaster.ca) / personal macmun email)
  - 4.11.3. Maintain the club's membership list and archival documents.
  - 4.11.4. Assume the role of USG Communications on the MACMUN Secretariat.
  - 4.11.5. Perform such other duties that are from time to time assigned by the President(s), executive or general membership.
- 4.12. The **VP Media Operations** shall:
  - 4.12.1. Coordinate hiring of necessary volunteer media-related staff for club events.
  - 4.12.2. Assist the VP Communications and VP Marketing in club-related promotions on the McMaster campus.
  - 4.12.3. Ensure that necessary media staff are present during any and all club-related events for promotional and advertising purposes.
  - 4.12.4. Assume the role of USG Media Operations on the MACMUN Secretariat.
  - 4.12.5. Perform such other duties that are from time to time assigned by the President(s), executive or general membership.
- 4.13. **Junior Executive(s)** shall be hired under the following departments:
  - 4.13.1. Internal Affairs Department:
    - 4.13.1.1. Junior Executive(s) assigned to the Internal Affairs Department shall:
      - 4.13.1.1.1. Assume the role(s) of Director of Committees and Crisis on the MACMUN Secretariat
      - 4.13.1.1.2. Assist the VP of Internal Affairs and Outreach and the VP of Internal Affairs and Special Events in running and planning in-houses.
      - 4.13.1.1.3. Assist the VP of Internal Affairs and Outreach and the VP of Internal Affairs and Special Events in running and planning any and all special events and outreach events.
  - 4.13.2. Media Department.
    - 4.13.2.1. Junior Representatives assigned to the Media Department shall:
      - 4.13.2.1.1. Assume the role of Director of Communications and Marketing on the MACMUN Secretariat.
      - 4.13.2.1.2. Assist the VP Communications in designing graphics for all club events.
      - 4.13.2.1.3. Assist the VP Marketing in coordinating any promotional plans and requesting graphic material within a reasonable time frame
    - 4.13.2.2. Perform such other duties that are from time to time assigned by the President(s), executive or general membership.
- 4.14. **Junior Executive** responsibilities will involve:
  - 4.14.1. Promoting the activities of McMaster Model United Nations to first and second year students.
  - 4.14.2. Assisting any executive member, with any projects they are tasked and require assistance with.
  - 4.14.3. Shall be distributed as points of contact for MACMUN Staff amongst each committee; this involves being knowledgeable about their assigned committee(s)

and directing inquiries appropriately towards the supervising Executive (USG Committees, Committees Director, USG Crisis, Crisis Director)

4.14.4. Perform such other duties that are from time to time assigned by the President(s), executive or general membership.

4.14.5. The number of available Junior Executive position(s) is at the discretion of the executive council.

## **5. Election**

5.1. All Officers shall be MSU members.

5.2. The President(s) shall be elected by the general club membership.

5.3. Other Officers shall be hired by the President(s) through an application and interview process.

5.4. Election of the President(s) shall be by secret ballot and require a simple majority vote.

5.5. Elections shall occur at a general meeting held in early March each year.

5.6. Term of office shall be one year commencing April 15, ending on the day the next new officer's term begins.

5.7. Notice will be given to all club members and the Clubs Administrator of all executive changes.

5.8. If a member of the executive is felt to be incompetent, the members of the club can bring forth a petition with two-third quorum to remove them from office.

5.9. In the case of vacancies due to resignation, a by-election will be held within 3 weeks.

## **6. Finances**

6.1. The club may be eligible to solicit financing from the MSU.

6.2. The club may determine an annual membership fee.

6.3. Monies received shall not involve any obligation of the MSU.

6.4. The club may use any means consonant with the constitutional purpose and in its membership to raise funds for its program upon advice of the Clubs Administrator.

6.5. The club's books may be subject to an annual audit by the MSU and shall be filed with the MSU auditor or Clubs Administrator within five business days of the request for audit.

6.6. All cheques shall be signed by the treasurer and one of the President(s) or Vice Presidents.

## **7. Meetings**

### **7.1. General**

7.1.1. General meetings shall be open to all club members

7.1.2. At least one general meeting shall be called by the President(s) per academic term.

7.1.3. Upon the receipt of five signatures by the President(s) from club members requesting a general meeting, a meeting shall be called by the President(s) at the earliest possible date.

7.1.4. Voting procedure for regular business at a general meeting shall be by simple majority.

7.1.5. Notice of a general meeting must be sent to the Clubs Administrator no less than one (1) week prior.

## 7.2. Executive

- 7.2.1. At least one executive meeting shall be called by the President(s) per academic term.
- 7.2.2. The President(s) are expected to call semi-regular meetings throughout the summer break and weekly meetings when academic terms are in session.
- 7.2.3. Upon the receipt of the President(s) of written request for an executive meeting, signed by at least 50% of the executive, the President(s) shall call an executive meeting at the earliest possible date.
- 7.2.4. Voting procedure for regular business at an executive meeting shall be by simple majority.

## 7.3. Quorum

- 7.3.1. A quorum of 2/3 of the total membership is required for a general meeting.
- 7.3.2. A quorum of 2/3 of the executive is required for an executive meeting.

## 8. Amendments

- 8.1. Passage of amendments to the constitution shall be 2/3 affirmative vote at a quorum meeting.
- 8.2. Each amendment shall be referred to the MSU Clubs Administrator for approval.

## 9. Bylaws

- 9.1. Passage of bylaws shall be by at least 60% affirmative vote at a quorum general meeting.

## 10. Disclaimer

- 10.1. The views and actions of this club in no way reflect the views of all the members of the McMaster Students Union or McMaster Students Union Incorporated.