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# Model United Nations at NYU

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Official Club Constitution



2017-2018

MODEL UNITED NATIONS AT NYU

## **Article 1. Name of Organization**

1.01. **The name of the Organization shall be Model United Nations at NYU.**

1.01.1. The following shorter title(s) may be used: Model United Nations at NYU, Model UN at NYU or NYUMUN.

1.02. The organization was founded at NYU in 2000.

## **Article 2. Mission and Philosophy**

2.01. **The mission of the Organization shall be:**

2.01.01. To encourage vigorous debate on issues that are of vital importance in the arena of international relations and on issues that transcend boundaries and affect the future of humanity.

2.01.02. To develop an understanding of the structure, strengths and weaknesses of the United Nations and national governments, and the scope and depth of the issues facing these institutions.

2.01.03. To understand the dynamics of the international system and the role of the United Nations, regional bodies and national governments in contributing to global cooperation, peace and order.

2.01.04. To provide practical experience in public speech, debate and multilateral diplomacy and develop the written, verbal, interpersonal, teamwork and organizational skills necessary in the diplomatic process.

2.01.05. To stimulate discussion within the NYU community on current social, economic and political issues with the intention of presenting areas of concern within a forum that expresses multiple perspectives in an equal opportunity setting.

2.01.06. To further the prestige of the Organization and NYU, and cultivate positive relations and engage in dialogue with students of higher educational institutions from around the world, by (1) maintaining a Travel Team to attend and represent NYU at competitive Model UN conferences hosted by other universities, (2) hosting an annual collegiate Model UN conference at NYU, henceforth referred to as the New York University Model United Nations Conference (NYUMUNC) as well as an annual conference for high school students at NYU or a surrounding location, henceforth referred to as EmpireMUNC, (3) holding weekly discussion meetings on pertinent global developments, and (4) allowing students at NYU to directly engage in practical representation of various bodies of United Nations through the UN Initiative.

2.02. **The mission of the Organization shall be consistent with the mission of New York University.**

- 2.03. **The mission, activities, and practices of the Organization shall not be in conflict with applicable local, state or federal laws or University policies and procedures presently in force or hereafter enacted.**
- 2.04. **Hazing and harassment practices by the Organization shall be prohibited in accordance with NYU and New York laws and policies.**

### **Article 3. Membership**

- 3.01 **Membership in the Organization shall be open to all fully matriculated NYU students in good standing with the University without regard to age, citizenship status, military status, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation or gender identity.**
- 3.02. **The organization shall maintain a membership of fully matriculated NYU students, and have a minimum of two executive board officers (President and Treasurer). The number of active members shall be at least two (2) times the number of executives. Model United Nations at NYU shall have no more than 2/3 of its membership from any one school or academic department.**
- 3.03. The Organization shall maintain at all times a membership of at least 10 fully matriculated students.
- 3.04. **Other members of the University community (defined as current faculty, staff, administrators and alumni) may attend the Organization's meetings and activities but may not conduct business on behalf of the Organization, vote, hold positions of responsibility including but not limited to elected, appointed, or volunteer positions or be involved in the finances of the Organization.**
- 3.05. Membership in the Organization shall be determined by completion of one of the following: (1) attendance of a minimum of two weekly meetings in New York City or in other branches of NYUMUN across NYU's global campuses or sites in an academic semester, (2) participation on the Travel Team, including the Teams established across NYU's global campuses or sites, at a competitive Model UN conference in an academic year, (3) involvement with NYUMUNC or EmpireMUNC as a full-time staff member for the duration of the Fall and/or Spring semester(s), or (4) attendance of a minimum of two events held by the UN Initiative.
- 3.06. All elected, appointed, or selected members (E-Board, Travel Team, UN Initiative, EmpireMUNC and NYUMUNC Directorate) are mandated to attend at least two weekly discussion meetings of the organization per semester to maintain their membership.
- 3.07. The UN Initiative shall be a seat on the Executive Board, elected by both outgoing members of the E-board as well as the UNI Leadership Board. The Initiative is to enhance the organization's cooperation with the United Nations through briefings, discussions, and events with dignitaries and representatives of the UN.
- 3.08. **All Members shall have equal rights and privileges with respect to membership, holding an office, and participating in the election of the Officers of the Organization.**
- 3.08.01. Members abroad shall select their candidate of choice and be instructed to rank the other candidates so as to delegate a vote in the event of a runoff without their favored

candidate. The candidate with the highest ranking will receive the abroad member's runoff vote.

- 3.09. Students studying abroad for an academic semester or year are permitted to run for office provided that they were members in good standing prior to their year abroad and/or took part in the organization's activities at their academic campus or site.
- 3.10. **An organization shall indicate in its official roster the location status (at the Square, studying away, etc.) of its members.** This roster shall be accessible to all members upon request of the Executive Board.
- 3.11. When in conflict, New York University policies shall supersede the policies of organizations that a club shall be affiliated with.

#### **Article 4. Officers and Duties**

- 4.01. **The officers of the organization shall consist of a President, Vice President(s), a Secretary, a Treasurer, a Chief of Staff, a Secretary General for NYUMUNC, a Secretary General for EmpireMUNC, Director of United Nations Initiative, and Head Delegate(s), who shall constitute the Executive Board of the Organization.**

4.01.01.

- 4.02. Additional Officer positions may be created and appointed by the Executive Board. These shall include but are not limited to operations officers, webmaster, and committee chairs. The Executive Board may include these appointed officers as part of the Organization's governing body if descriptions of their responsibilities and authority are included in the Organization's Constitution. **If any position is to join the Executive Board in club governance, the position must be filled through an election**
- 4.03. President of the organization holds the right to appoint an Administrative Board consisting of members responsible for implementation of club-wide initiatives in consultation with the Executive Board. This body can be used to enhance club's commitment to global expansion and provision of training in public speaking and Model UN procedures.
- 4.04. **The Director of the Center for Student Activities, Leadership and Service (CSALS) shall appoint a CSALS club advisor for each All-Square club. The advisor shall serve as an ex officio member of the Organization. Ex officio members serve in a non-voting capacity.**
- 4.05. **All officers shall be fully matriculated NYU students in good standing with the University.**
- 4.05.1. The offices of President, Vice President - in case of one person's election, Treasurer and the two Secretary Generals of both conferences must be held by the same student over the course of an academic year.
- 4.05.2. The offices of Vice President - in case two persons' election, Secretary, Chief of Staff, and Head Delegate may be held by different students in the Fall and Spring semesters only in the event of a student studying abroad.

**4.06. An NYU student eligible to be an officer of the organization shall not be permitted to hold more than one office in that organization at any one time.**

*4.06.1. The offices of Head Delegate(s) and the two Secretary Generals shall not be held simultaneously by a single student.*

*4.06.2. The office of Head Delegate(s) or the two Secretary Generals may be held in conjunction with the office of Vice President, Secretary, or Chief of Staff.*

*4.06.3. In order to maintain Organization continuity, it is strongly recommended that students in their final academic year at NYU do not serve as Treasurer.*

**4.07. The President of an Organization may not hold a similar position in another Organization registered with CSALS.**

**4.08. In April of each year, the Executive Board of the Organization shall call a meeting of the general membership of the Organization for the purpose of electing new Officers.**

**4.09. The meeting date for taking nominations and holding elections, as well as the nomination and election process, shall be well publicized to all members of the Organization.**

**4.10. The President, Vice President, Secretary, and Treasurer of the Organization shall be elected by simple majority vote by the members. These officers may not be appointed.**

*4.10.1. The Chief of Staff shall be appointed by the President and the elected Executive Board and on advice of the outgoing President and outgoing Chief of Staff.*

*4.10.2. The selection of Head Delegate will be application-based, and shall be selected by a panel of the outgoing President, outgoing Vice President, outgoing Treasurer, outgoing Head Delegate and incoming President. In the event a member of the outgoing panel becomes the incoming President, the outgoing Secretary shall serve as the odd-numbered vote. The Head Delegate shall be elected by the majority of the 5-person panel.*

*4.10.3. The Secretary General(s) of both conferences shall be elected by a simple majority vote of the outgoing Executive Board and outgoing Secretariat (refer to 4.20 and 4.21). Each individual shall have one vote, regardless of simultaneous participation on the Executive Board and Secretariat.*

*4.10.3.1. The offices of Secretary General(s) shall not be held by the same student for more than one academic year.*

**4.11. The President and Treasurer must be located at the New York campus throughout the academic year. All other officer positions can be located at any study-away site or portal campus.**

**4.12. The outgoing President of the Organization shall notify CSALS of the election results by June 1 via the CSALS on-line club officer registration profile.**

- 4.13. The President will provide CSALS the following information for each new or re-elected officer: net ID, NYU email address, school, class status, gender, and anticipated graduation date.**
- 4.14. The President** is responsible for the overall policy and direction of the Organization, planning, coordinating and overseeing the activities of individual Officers, the Executive Board and all branches of the Organization. The President shall call all meetings, regular or otherwise, of the Membership and the Executive Board and shall preside over all such meetings. With the Treasurer, the President shall prepare and present an annual budget request to the All-Square Student Budget Allocation Committee (ASSBAC), and shall in all events serve as a liaison with SAB and CSALS. The President may, if necessary, reallocate responsibilities among Officers or create new non-Officer positions to meet club needs in consultation with the Executive Board. The President is responsible for room reservations. The President is required to attend CSALS Club Management Training (also known as Treasurer Training) in the fall **and furthermore shall at all times maintain an accurate and complete list of the Membership of the Organization, their schools, and NYU net ID numbers.**
- 4.15.** In the absence of the President, or should the President prove unable or unwilling to perform the duties described above, **the** Vice President, shall assume the responsibilities of the President. In addition, the Vice President shall preside over all meetings of the Executive Committee called pursuant to Section 5.06 below and shall also perform other duties as the President may assign from time to time.
- 4.16. The Treasurer** shall be responsible for budgeting for club expenditures and maintaining accurate financial records of the Organization, and shall be allowed to request checks or purchase orders on behalf of the Organization. With the President, the Treasurer shall prepare and present any budget requests to SAB; the officers shall ensure that all funds are properly kept within the SAB, Income and Donation accounting systems. The Treasurer is responsible for all Travel Itinerary, Travel Release, Club Program and Reimbursement forms. The Treasurer, with the Head Delegate(s), shall facilitate transport and hotel arrangements for the Travel Team. The Treasurer, with the Secretary General(s), Head of UN Initiative and corresponding Secretariat members, shall participate in the budgeting and spending of NYUMUNC and EmpireMUNC finances. The Treasurer shall be in charge of collating the final profits from any club related event and under the guidance of the Executive Board, coordinate spending that maximizes club utility.
- 4.16.1 The spending of any income on the Travel Team can only be allowed if they have expired all other avenues of funding in the form(s) of SAB and Contingencies.
- 4.17. The Vice President** is responsible for planning and coordinating substantive material for regular meetings of the Membership and may, at the President's discretion, serve as chairman of such meetings. The Vice President shall coordinate recruitment efforts for all branches of the club, through publicity/advertising initiatives and Information Sessions. The Vice President shall perform such duties as the President may assign or delegate from time to time.
- 4.18. The Secretary** shall be responsible for the writing and distribution of a newsletter or other notice to the Membership informing them of any Meeting or other gathering of the Organization, and furthermore shall at all times maintain an accurate and complete list of the Membership of the Organization, their schools, maintain active record of the club OrgSync account, and NYU net

ID numbers. The Secretary shall, on behalf of the Executive Board, respond to communication from current or prospective Members of the Organization and take minutes of all Executive Board meetings. The Secretary shall also facilitate communication and execution of Social Initiative activities.

- 4.19. The Chief of Staff** shall assist the President in planning, coordinating and supervising the activities of the Organization. The Chief of Staff is responsible for monitoring and resolving conflicts and personnel issues as may arise in the course of the Organization's activities. The Chief of Staff shall coordinate inter-Organizational activities including, but not limited to, booking rooms for weekly meetings, conference all-staffs, and any other necessary bookings. The Chief of Staff shall also manage the Kimmel relationship for bookings in order to ensure that rooms booked for any event are secured and the large influx of rooms during conferences are retained. The Chief of Staff will also Serve as the link between parts of the club for deciding operational clashes and help mitigate conflicts of interest, organize the Alumni Gala once a year to manage alumni relationships, ensure that booked rooms are left in a respectable manner after use, and serve as a right hand to the President in conducting any operational tasks (i.e. creating google forms, drafting emails, managing intra-club issues).
- 4.20. The Head Delegate(s)** are responsible for the leadership, management, training and performance of the competitive Travel Team. The Head Delegate(s) shall, with the President and the advice of the Executive Board, decide on the travel schedule for the academic year. The Head Delegate(s) shall register for Model UN conferences, obtain documents and maintain correspondence with conferences to facilitate travel, coordinate travel and hotel arrangements with the Treasurer, and foster positive relations with other universities on the Model UN circuit. The Head Delegate(s) shall select and train members of the Travel Team, and lead the Organization's delegation at conferences so as to maintain a strong national ranking and present NYU in a positive light.
- 4.20.1. Members of the Travel Team are to be selected objectively, on the basis of past performance at competitive conferences, performance at Intramural Sessions, written applications and/or other factors deemed relevant by the Head Delegate(s).
- 4.20.2. Members of the Travel Team are expected to sign a code of conduct prior to traveling with the team. Any issues of conduct are to be reviewed by the Head Delegate(s) and President, with the potential for suspension or dismissal from the Travel Team as a potential result of actions determined to be dangerous to the club's reputation or well-being.
- 4.21. The Secretary General of NYUMUNC** shall plan, coordinate and execute all NYUMUNC-related activities. The Secretary General shall appoint a senior staff team, collectively referred to as the Secretariat, to assist in the overall leadership and management of that year's NYUMUNC. Members of the Secretariat are defined as those individuals whose responsibility extends beyond the management of a single "committee". The Secretary General shall create additional positions (including, but not limited to Chair and Crisis Director) to coordinate lower-level execution and leadership efforts. Based on conference needs, the Secretary General shall authorize the recruitment of staffers to assist in the development of substantive materials for, and execution of, NYUMUNC.
- 4.21.1. All those involved in NYUMUNC are to be selected objectively, on the basis of past Model UN experience, leadership ability, organizational skills, commitment, communicative skills and/or other factors deemed relevant by the Secretary General or the Secretariat.

4.21.2. The President may oversee the Secretariat hiring process to ensure fairness, but must defer to the judgment of the Secretary General and intervene only in extreme cases. In the event of strong discord, the President and Secretary General must agree on Secretariat appointments.

4.21.3. The Secretary General, with the President and the advice of the Head Delegate(s), shall schedule NYUMUNC for that academic year. Major logistical and financial decisions must be made with the advice of the President and Treasurer.

4.21.4. The Secretary-General of NYUMUNC is highly encouraged, with the approval of the acting head delegate, to attend at least one conference during the semester in which their conference takes place. This is in an effort to give the Secretary-General live exposure to a conference for ideas, experience, and an understanding of the intricacies of a conference from a delegate's perspective. It is up to the head delegate's discretion if this is feasible from a strategic angle, but should be given strong consideration and discussion.

**4.22. The Secretary General of EmpireMUNC** shall plan, coordinate and execute all EmpireMUNC-related activities. The Secretary General shall appoint a senior staff team, collectively referred to as the Secretariat, to assist in the overall leadership and management of that year's EmpireMUNC. Members of the Secretariat are defined as those individuals whose responsibility extends beyond the management of a single "committee". The Secretary General shall create additional positions (including, but not limited to Chair and Crisis Director) to coordinate lower-level execution and leadership efforts. Based on conference needs, the Secretary General shall authorize the recruitment of staffers to assist in the development of substantive materials for, and execution of, EmpireMUNC.

4.22.1. All those involved in EmpireMUNC are to be selected objectively, on the basis of past Model UN experience, leadership ability, organizational skills, commitment, communicative skills and/or other factors deemed relevant by the Secretary General or the Secretariat.

4.22.2. The President may oversee the Secretariat hiring process to ensure fairness, but must defer to the judgment of the Secretary General and intervene only in extreme cases. In the event of strong discord, the President and Secretary General must agree on Secretariat appointments.

4.22.3. The Secretary General, with the President and the advice of the Head Delegate(s), shall schedule EmpireMUNC for that academic year. Major logistical and financial decisions must be made with the advice of the President and Treasurer.

4.22.4. The Secretary-General of EmpireMUNC is highly encouraged, with the approval of the acting head delegate, to attend at least one conference during the semester in which their conference takes place. This is in an effort to give the Secretary-General live exposure to a conference for ideas, experience, and an understanding of the intricacies of a conference from a delegate's perspective. It is up to the head delegate's discretion if this is feasible from a strategic angle, but should be given strong consideration and discussion.

**4.23. The advisor to the Organization must be a member of the CSALS staff appointed by the Director of Student Activities. The CSALS Club Advisor shall serve as a non-voting member of the Executive Committee and shall provide guidance and administrative**



**assistance in the preparation of a program of events to be pursued by the Organization in forthcoming academic year.**

- 4.24.** Any Officer of the Organization may resign at any time by delivering a written notice or email of such resignation to the President, or in the case of the resignation of the President, to the Vice President and/or Treasurer.
- 4.25.** When an Officer position is vacated, the Executive Board shall hold elections as soon as possible to fill the position by following the Organization's election procedures.
- 4.26.** If any Officer of the Organization is absent from the NYU campus due to a leave of absence, the Executive Board shall hold elections to fill the position by following the Organization's election procedures.
- 4.27.** Any Officer of the Organization may be removed from such office by a two-thirds (2/3) affirmative vote of the Members. Due Process shall be filed with the CSALS advisor in advance.
- 4.27.1. Members of the Secretariat may be removed by a simple majority vote of the Secretariat, with the Secretary General retaining veto power in the process. The Secretary General may also remove any Secretariat member unilaterally, only in the case of a 2/3 majority vote of the Secretariat may this ruling be overturned.
- 4.27.2. Appointed members of the Executive Board may be removed at the sole discretion of the President of the Club, except in the instance of the Secretary Generals. In these cases, the Secretary Generals may only be removed by a 2/3 vote of the Secretariat (for the respective conferences) and Executive Board. This decision may still be vetoed by the President of the club.
- 4.27.3. An Officer shall not participate in the voting process when it is related to their impeachment.
- 4.28.** Candidates are not to endorse other candidates publicly or run as a collective. Candidates for positions are to limit their campaigning and platform to pertain strictly to their own candidacy and not utilize official club platforms (i.e. Facebook, Twitter, Instagram, website, etc).
- 4.29** Events to be incorporated as a part of the organization's core planning:

#### **MUN Gala**

The International MUN Gala will fall under the purview of the Vice President and the social initiative. The event is scheduled to be held once a year for the primary purposes of building community and donating to a charitable organization.

#### **MUN Alumni Reception**

The alumni reception falls under the purview of the Chief of Staff. The event is to be a way for current MUN members to connect with the club's alumni in a semi-formal professional setting. The intent is for the event to offer our membership professional exposure to career and education options beyond NYU and MUN.

## **MUN Mentorship Program**

The mentorship program, under the purview of the Vice President, shall be launched once every fall semester as an opportunity for underclassmen (freshman, sophomores) to connect with upperclassmen (juniors, seniors) in the club. The details of the program are subject to change, but should foster community and mentorship within the organization.

4.30. All Officers of the Organization are required to report Title IX incidences to the Office of Equal Opportunity.

4.30.1 General members are not obligated to report Title IX incidents to the OEO, but can voluntarily report to an Officer of the Organization or the OEO.

4.30.2. When Title IX incidents are reported to an Officer of the Organization, these reports are private but not confidential. (i.e. these reports are not to be shared to other General Members, but Officers are required to report to the Office of the Equal Opportunity).

4.30.3 All Officers of the Organization as well as members on the travel team are required to attend consent training issued by the OEO at the beginning of each semester or their term/membership, depending on which applies first.

## **Article 5. Quorum and Meetings**

- 5.01 A quorum shall exist at any meeting of the membership where at least fifty percent (50%) plus one of the members then in residence at NYU are in attendance.**
- 5.02. Actions requiring a vote may only take place when a quorum is present. An Officer shall record the votes and announce the outcome. They shall also maintain records related to the vote including procedures for voting and the vote count.**
- 5.03. General Meetings of the Organization shall be held at least four times per semester at such time and place to be determined by the President.
- 5.04. A Special Meeting of the Membership shall be called upon written request, to the President, of at least twenty-five percent (25%) of the Members then in residence at NYU. The requesting Members shall set the agenda for the meeting.
- 5.05. All Members shall be notified via E-mail of any Meeting and the nature of the business to be transacted there at least one week before such Meeting. **No Meeting shall be called with the intent to exclude any one Member or any portion of the Membership.**
- 5.06. The Executive Board of the Organization shall meet at least three times per semester at such time and place to be determined by the President. At such Meetings of the Executive Board a quorum shall exist where at least five Officers, including either the President or Vice President, are present.

## **Article 6. Voting**

- 6.01. Each Member shall have one (1) vote.**
- 6.02. There shall be no absentee or proxy voting with respect to any matter, with the exception of students who are studying away from the New York campus. Students taking part in activities of the organization at NYU's global campuses or portal sites, as defined in 3.05, shall be eligible to electronically cast votes in Executive Board elections. These votes will count in the same manner as those in attendance at the election meeting.**
- 6.02. In order to run for an Executive Board position Members must express their written intent to run as per the discretion of the Executive Board.**
- 6.03. All motions except those described in Section 7.02 below require an affirmative vote of a simple majority of the Membership to be effective.**

## **Article 7. Miscellaneous**

- 7.01. This Constitution may be amended or repealed by a two-thirds (2/3) majority vote of the Members of the Organization then in residence at NYU.**
- 7.02. Any amendment to this Constitution shall be submitted to the Student Activities Board (SAB) for approval. Once approved, such changes shall be attached hereto and made a part hereof for all purposes.**
- 7.03. This Constitution, and any amendments and changes hereto shall be filed by the club with the SAB, and with CSALS and shall be available to any Member of the Organization for inspection during office hours.**
- 7.04. The SAB-approved Constitution on file in the CSALS OrgSync database shall be the official Constitution of the organization.**
- 7.05 The Organization shall not engage in any unsanctioned and unauthorized Activities. Any activity the Organization sponsors or attends without the authoritative permission of CSALS shall be deemed an unsanctioned and unauthorized activity. Use of the Organization's name in affiliation with any unsanctioned and unauthorized activity in a manner that may imply that the Organization has the authoritative permission of the University to participate in the activity and/or implies to participants or others that the unsanctioned and unauthorized activity is sanctioned, authorized, approved, and allowed by the University, when in fact it is not, is strictly prohibited. The Organization's funds or University resources shall not be used in affiliation with an unsanctioned and unauthorized activity.**
- 7.06 In accordance with the CSALS Judicial Process the Organization may be summarily suspended while appropriate judicial officers of the University investigate perceived or alleged violations of any CSALS or University policies.**
- 7.07 SAB will be the body that arbitrates grievances involving registered student organizations in violation of SAB rules and other grievances duly referred to the SAB.**

**These include but are not limited to grievances between All-Square organizations, grievances between a student and an All-Square organization, etc.**

- 7.08** All Officers are required to maintain constant communication with the President and report all relevant developments relating to their specific offices, so as to ensure consistency, coordination between various branches of the Organization and smooth leadership in a manner consistent with the overall mission of the Organization. The President may, at any time, request information on specific proceedings related to an individual Officer's duties.
- 7.09** In the event that any issues arise with respect to NYUMUNC or EmpireMUNC, or there are concerns over the actions of the Secretariat, the President (and Treasurer for financial matters) shall be the first officer(s) to attempt to resolve the problem with the Secretary General(s). In the event that any issues arise with respect to the Travel Team, the President (and Treasurer for financial matters) shall be the first officer(s) to attempt to resolve the problem with the Head Delegate(s).
- 7.10** In accordance with the CSALS Judicial Process the Organization may be summarily suspended while appropriate judicial officers of the University investigate perceived or alleged violations of any CSALS or University policies.

