



Secondary School Interactive Crisis Simulation **Constitution of the *Secondary School Interactive Crisis Simulation***

I. Preamble:

1. The official name of this recognized campus group is the “*Secondary School Interactive Crisis Simulation*”. The acronym or abbreviation of this group shall be “*SSICsim*”.
2. The purpose of this Constitution is to provide the current and incoming Secretariat & General Membership with a mandate that will guide SSICsim. For situations, conditions, circumstances, events and procedures not covered in this Constitution, the Core Branch of the Secretariat is mandated to prepare ad hoc procedures that are in accordance with the spirit of the Constitution and purpose of SSICsim.

II. Mandate:

1. The purpose of SSICsim is to host an annual Model United Nations style crisis simulation conference in the Fall Term that serves as a dynamic forum for high school aged delegates to debate global issues.

III. Membership:

1. SSICsim Membership is divided into Executive Membership and General Membership.
 - a. Executive Membership may include all members of the University of Toronto community, including students, staff, faculty, and alumni.
 - b. General Membership is open to all members of the University of Toronto community, and current students of other Canadian Universities.
 - a) The sitting President of the University of Toronto United Nations Society (UNSOC) and the Secretary-General of the North American Model United Nations (NAMUN) conference are ex officio General Members of SSICsim.

IV. Executive Membership:

1. Executive Membership is extended to the Secretariat which shall be comprised of a Core Branch, an Academic Content Branch, an Internal Branch, and an External Branch. These branches will be lead by the Secretary-General.
 - a. The Core Branch of the Secretariat shall consist of the following four positions:
 - a) Secretary-General (SG):
 - (1) Will oversee the Core, Academic, Internal and External Branches of the SSICsim Secretariat, and the incumbent will provide leadership and oversight to all aspects related to the planning of the conference.
 - (2) Shall hold signing authority along with the Director General for Internal Affairs for financial purposes.
 - (3) Is mandated to ensure: that the Core Branch of the Secretariat is appointed; that a Senior Advisor is appointed; and, the transition of office to future Secretariat Members.
 - b) Director General for Internal Affairs (DGIA):
 - (1) Will work with members of the Secretariat to manage various fiscal and logistical aspects of planning the conference (i.e., creating a budget, managing receipts, space bookings, etc.).
 - (2) Shall hold signing authority along with the SG for financial purposes.
 - (3) Is mandated to keep up to date financial records for SSICsim.
 - (4) Is required to keep copies of all financial invoices, receipts, payments and deposits.
 - c) Director General for Academic Affairs(DGAA):
 - (1) Will oversee the Academic Branch of the Secretariat and the planning of committees for the conference (i.e., recruiting committee staff, delegate and staff training, background guides, etc.).
 - d) Director General for External Affairs (DGEA):
 - (1) Will oversee the External Branch of the Secretariat, and the external face of the conference (i.e., sponsorship efforts, marketing, contacting potential keynote speakers, etc.).



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- b. The Core Branch of the Secretariat is mandated to convene the Internal, Academic, and External Branches of the Secretariat. This may include, but is not limited to, the following positions:
 - a) Academic Branch of the Secretariat: Under Secretary-General for Content; and, Director for Training
 - b) Internal Branch of the Secretariat: Under Secretary-General for Logistics; Charge D’Affaires; and, Director for Socials
 - c) External Branch of the Secretariat: Under Secretary-General for Design; Under Secretary-General for Communication; and, Under Secretary-General for Technology

V. Selection & Appointment Procedures for Executive Members:

- 1. Selection & Appointment of the Secretary General:
 - a. The Secretary-General shall be appointed by a Selection Committee comprising of: the sitting Secretary General, who shall also serve as the Chair for the Selection Committee; one elected member from the General Membership; and, one member appointed from the General Membership by the sitting Secretary General.
 - b. Should the sitting SG re-apply then the new Secretary-General shall be appointed by a committee comprising of: the Senior Advisor, who shall also serve as the Chair for the Selection Committee; one elected member from the general membership; and, one member appointed from the general membership by the Chair.
 - c. Election procedures related to the Secretary-General Selection Committee is as follows:
 - a) Elections for this positions shall be held during a General Meeting which takes place within three months of the conference’s completion.
 - b) All General and Executive Members are eligible to apply and vote for this position. However, the individual elected to this position may not apply for a position on the next SSICsim Secretariat.
 - c) The sitting Secretary-General of SSICsim, under the advisement of members of the Core Branch of the Secretariat, will appoint an independent observer to be the Chief Returning Officer (CRO) for the election.
 - (1) The chosen CRO will be announced to the membership at least 48 hours prior to the start of the General Meeting
 - (2) The CRO is mandated to manage the electoral process, count ballots, and ensure that the procedures followed are fair.
 - d) Elections shall be conducted using preferential voting and shall continue until a candidate receives a simple majority (50% + 1) of votes cast.
 - e) The Chair of the Secretary-General Selection Committee shall cast a secret ballot for this election. This ballot will be set aside and only counted in the event of a tie.
- 2. Selection & Appointment of the Secretariat:
 - a. Applications for positions on the Secretariat shall be opened by the Secretary-General and advertised to the membership. At the discretion of the SG applications will be closed once a sufficient number of applicants have applied. A minimum of three days’ notice must be given prior to closing applications. Once applications have closed, the SG shall convene interviews and may appoint members to the Secretariat.
 - a) The appointed Senior Advisor, or candidates eligible for this position, may aid in providing consultation on the appointment of members to the Core Branch of the Secretariat, at the discretion of the SG.
 - b) The DGAA, DGIA, and DGEA shall provide consultation on the appointment of members to the Internal, Academic, and External Branches of the Secretariat.
- 3. The appointment of all Executive Members including the Secretary-General, as well as the Senior-Advisor, will be ratified at a general meeting of all voting members. Should the ratifications process fail for a position, the selection and appointment process for that position will be re-opened.



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VI. General Membership:

1. General Membership will be extended to volunteers who actively participate in the planning and execution of the SSICsim conference. This will include:
 - a. Committee Directors, Crisis Managers, Moderators, Crisis Staff, Logistics Staff and Reporters
 - b. An appointed Senior Advisor, who will provide consultation on SSICsim to all members and aid in the transition of office to future Secretariat. This position is designed to ensure contingency since the SSICsim conference is held in the Fall Term. Additionally, should the SG be unable to perform their duties at any time during the planning or running of the SSICsim conference, the Senior Advisor will temporarily take their place either until the SG returns or a new SG is appointed.

VII. Selection & Appointment Procedures for General Members:

1. Note that each position under the General Membership are volunteers and an appointment process has been put in place to ensure consistency between conference, and that all the necessary role for conference planning will be filled. The Executive is mandated to try and find a position for each individual who would like to participate as a member of the SSICsim organization.
2. Selection & Appointment of a Senior Advisor:
 - a. The Senior Advisor will be appointed by the current conference's SG. The Senior Advisor should be the former Secretary General from the last SSICsim conference. However, due to issues of feasibility and at the discretion of the SG, the position may be held by a former member of the previously appointed Core Branch of the Secretariat.
3. Selection & Appointment of Committee Directors, Crisis Managers, Moderators, and Crisis Staff:
 - a. Committee Directors must apply by submitting a proposal/application to run a committee at the SSICsim conference. Applications for these positions shall be opened by the SG and, advertised to the membership. At the discretion of the SG applications will be closed once a sufficient number of applicants have applied. A minimum of three days' notice must be given prior to closing applications. Once applications have close, the SG shall convene interviews, if necessary, and may appoint Committee Directors.
 - b. Crisis Managers and Crisis Staff shall be appointed by Committee Directors with the consultation of the SG.
4. Selection & Appointment of Conference Volunteers:
 - a. Applications for these roles shall be opened by the SG and, advertised to the membership. The DGIA and DGAA, with consultation from the SG, are responsible for selecting conference volunteers.

VIII. Membership Rights & Responsibilities:

1. Members have the right to propose and vote on constitutional amendments.
 - a. Note that General Members of SSICsim who are current students at another Canadian University are not considered voting members. Therefore, they may also not vote in elections and/or propose and vote on constitutional amendments.
2. Members have the right to propose and vote on agenda items for General Meetings
3. Members have the responsibility of maintaining a positive image and inclusive environment of/at SSICsim and the University of Toronto, especially when interacting with external official actors (i.e., members of other student groups at the University of Toronto, delegates, staff advisers, administration/staff at the University of Toronto, etc.).
4. General Members may not speak on behalf of the Secretariat without the express authorization and consent of a member of the Core Branch of the Secretariat.
5. All members:
 - a. Must act with respect and dignity during events associated with SSICsim.
 - b. Must agree and abide by the terms and conditions outlined in the Staff Agreement (Appendix A).
 - a) The DGIA, DGAA and SG are mandated to ensure that all members have signed and returned a Staff Agreement.



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IX. Membership Revocation or Suspension:

1. Grounds for the revocation or suspension of membership include:
 - a. Any member of the organization committing an act that negatively effects the interests of the organization and/or its members, including non-disclosure of a significant or continuing conflict of interest;
 - b. A breach of contract based on the signed Staff Agreement (found in Appendix A);
 - c. Any member of the SSICsim organization not completing tasks or adequately fulfilling the requirements of their position.
2. The process for revoking or suspending membership to the SSICsim organization is as follows:
 - a. Any member of the SSICsim organization has the right to file a written complaint against a member of the SSICsim organization:
 - a) Complaints should be filed with the Core Branch of the Secretariat who will lead the deliberation, along with the appointed Senior Advisor, on how to proceed with the alleged accusations made against a members of the SSICsim organization.
 - (1) Should the offending party be a member of the Core Branch of the Secretariat, said member would be excused from any and all deliberations regarding proceeding with the alleged accusations made against them.
 - b. Upon receiving a written complaint from any member of the SSICsim organization, it is at the discretion of the Core Branch of the Secretariat to launch an inquiry.
 - c. After such an inquiry is launched, the Core Branch of the Secretariat can decide to hold a meeting to discuss the alleged offense with the offending party. The offending party must be given at least five days' notice of the meeting time and shall be given the opportunity at the meeting to defend him/herself
 - d. At this meeting, the Core Branch of the Secretariat can motion for the members removal from the organization following hearing from the offending party. Passing this motion requires a consensus decision of the Core Branch of the Secretariat.
 - e. The offending party has five business days from the date of the meeting to appeal the decision to the general membership with a written document of appeal. Within fourteen days thereafter, the executive is required to arrange for a special general membership meeting. The offending party will be given five minutes to state their position and the Core Branch of the Secretariat will be given five minutes to defend their position. A two-thirds (2/3) majority of all present members is needed to overturn the decision made by the Core Branch of the Secretariat.
 - f. The length of time of the suspension or revocation of membership is at the discretion of the Core Branch of the Secretariat. Should membership be revoked, the offending party may not rejoin the SSICsim organization's membership until the next conference.
3. Any individual who had their SSICsim membership status revoked or suspended cannot be appointed to a Secretariat position or the role of Senior Advisor for at least one academic year.
4. Due to the nature of the SSICsim conference, if an individual is found to have met grounds upon which to have their membership suspended or revoked within 10 business day prior to the SSICsim conference and/or during the SSICsim conference, the process will be as follows:
 - a. Any member of the SSICsim organization has the right to file a written complaint against a member of the SSICsim organization during the time frame noted above:
 - a) Complaints should be filed with the Core Branch of the Secretariat who will lead the deliberation, along with the appointed Senior Advisor, on how to proceed with the alleged accusations made against a members of the SSICsim organization.
 - (1) Should the offending party be a member of the Core Branch of the Secretariat, said member would be excused from any and all



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deliberations regarding proceeding with the alleged accusations made against them.

- b. Upon receiving a written complaint from any member of the SSICsim organization, it is at the discretion of the Core Branch of the Secretariat to launch an inquiry.
 - a) This inquiry must include a formal investigation and discussion with both the accuser and accuse.
- c. After such an inquiry is launched, the Core Branch of the Secretariat can temporarily suspend the individual's membership if it is deemed in order. In order for a suspension to be put in place, the entire Core Branch and Senior Advisor must be in unanimous agreement and have sufficient ground upon which to make this decision.
 - a) This suspension will come into effect immediately. If the suspension occurs during the SSICsim conference, the individual is required to leave the conference premise.
 - b) Once the conference is completed, the due process regarding suspending or revoking an individual's membership, as noted in section IX sub section 2 sub-sub-section c-f, must be initiated within 5 business days of the conference's completion.

X. Finances:

1. A preliminary budget is to be created at least three months before the conference and accessible to all secretariat members. This budget is to be frequently updated and kept up to date by the DGIA.
2. SSICsim will have their own bank account for which the signing officers will be the DGIA and SG. Both the DGIA and SG will be required to sign for deposits and withdrawals. Note that this account will not have a debit card.
3. The SG and DGIA must approve all spending before members incur any expense on behalf of SSICsim.
 - a. Note that only members authorized to incur expenses on behalf of SSICsim are members of the Core Branch of the Secretariat. However, in exceptional circumstances, at the discretion and with the approval of both the SG and DGIA, other members of the Secretariat or Committee Directors may incur expenses on behalf of SSICsim.
4. Secretariat members who incur expenses on behalf of SSICsim must submit their expenses to the DGIA who will reimburse them with a cheque. Prior to reimbursement, the DGIA must receive receipts and/or an appropriate affidavit confirming the expenses incurred by the SSICsim member.
5. All members have the right to review and scrutinize SSICsim's financial records. An up-to-date financial statement shall be provided to any member within ten business days' after their initial request.
6. A financial report must be presented by the SG and DGIA at the Annual General Meeting.
 - a. The finalized financial record included in this report must be reviewed/audited at least 10 business days prior to the Annual General Meeting.
 - a) The auditor, who shall be appointed by the SG, should be fiscally responsible and knowledgeable about Model United Nations conference planning.

XI. General Membership Meetings:

1. The Core Branch of the Secretariat shall convene an Annual General Meeting within three months of the conference's completion.
2. The Core Branch of the Secretariat may call other general meetings whenever it is deemed necessary to do so.
3. All members will be notified via email of the meeting and provided with adequate notice.
4. This meeting is intended to: reflect on the past conference; discuss possible changes for the next conference; go over the financial health of the conference; consider proposed constitutional amendments; and, any other topic which the Secretariat or General Membership would like to discuss.
5. An agenda will be provided to all members 48 hours prior to the start of the General Meeting.
 - a. Any members may submit and agenda items, but they must do so no later than 72 hours prior to the start of the General Meeting.



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6. With the exception of constitutional amendments, all motions will require a simple majority of Members in attendance to pass.
7. The Core Branch of the Secretariat will appoint a Secretary and Chair, who will be announced to the membership at least 48 hours prior to the start of the General Meeting:
 - a. The Secretary shall be responsible for taking minutes at General Meetings and submitting them to the SG for distribution to the membership.
 - b. The Chair shall moderate the meeting following standard Model UN debate procedure or Rule of Order.
8. Minutes must be taken during the meeting to record motions and key points of discussion. These shall be released to the membership within 48 hours prior to the meeting's completion.

XII. Partnerships with Other Groups or Organizations

1. In order for SSICsim to enter a partnership with another organization:
 - a. The entire Executive Membership must unanimously vote to enter a partnership.
 - b. If the Executive Members vote to approve the pursuit of a partnership then a proposal must be presented at a General Meeting. This proposal must be voted on and requires the approval of a 2/3 majority of SSICsim Members.
2. Should SSICsim decide to enter a partnership with another organization the following conditions must be met:
 - a. SSICsim must remain a separate and independent party from all other groups included in the partnership.
 - b. SSICsim must be an equal partner in any partnership they enter.
 - c. SSICsim may not become amalgamated with any other organization.

XIII. Amendments to the Constitution:

1. All voting members have the right to propose constitutional amendments.
2. Proposed amendments are to be sent to Members via email at least 48 hours prior to the start of a General Meeting.
3. The Core Branch of the Secretariat will administer the process of having amendments discussed at a General Meeting.
4. Amendments to this Constitution require the approval of a 2/3 majority of SSICsim Members. Note that this is with the exception of amendments being made to Section X1, subsection 2 of the Constitution.
5. Section X1, subsection 2 of the Constitution requires the unanimous approval of all SSICsim Members in order to be amended.
6. SSICsim shall formally adopt and take into effect the revised Constitution after its passage.
7. The Core Branch of the Secretariat is mandated to submit the revised Constitution to the respective University of Toronto offices within 10 business days of its approval by a General Meeting of Members.



Secondary School Interactive Crisis Simulation **Appendix A - Staff Agreement**

The *Secondary School Interactive Crisis Simulation (SSICsim)* is a positive, friendly and inclusive event. It is imperative and mandatory that these values are upheld and that all participants (Staff, Secretariat, Directors, Delegates, Teacher Advisors, etc.) are treated equally and with respect. As an Executive/General Member of the *Secondary School Interactive Crisis Simulation (SSICsim)* organization, I agree to adhere to the following codes of conduct:

1. I will make every effort to promote a positive, inclusive, and friendly environment amongst the participating delegates and staff, and will bring any problem or concerns I may have to the Secretary General and not to the delegates or other staff;
2. I will refrain from using any words, actions or behaviour that disrespects or may be interpreted as discriminatory towards any conference participant and/or member of SSICsim organization;
3. I will not engage in any behaviour or act that will damage the reputation of SSICsim and/or University of Toronto in the larger community;
4. I will make every effort to act in a professional and fair manner towards all delegates, staff and Secretariat both prior to and during the SSICsim conference;
5. I will respect participants' and members' rights to privacy and confidentiality of their personal information;
6. I will act with honesty and integrity when dealing with the property, money and any other assets belonging to the SSICsim organization;
7. I acknowledge that all SSICsim resources with which I have been provided are the property of SSICsim and can be revoked or seized at any time, at the discretion of the Secretary General, without prior warning, and for any reason;
8. I agree that any and all work I do for SSICsim, while being my own intellectual property, can be used by SSICsim with my permission, in perpetuity and without financial compensation;
9. I further acknowledge that under no circumstances will SSICsim financially compensate me for my time and work on the conference, only for expenses related directly to the conference and only when such expenses have been agreed upon beforehand with the Secretary General and/or Director General for Finances;
10. I will not encourage the consumption of alcoholic beverages during SSICsim conference sessions or delegate social events, and I further agree not to purchase or personally provide alcohol to any delegate during the conference, regardless of whether they have reached legal drinking age or not;
11. I will not be under the influence, purchase, sell, or provide any illicit substances as defined by all applicable municipal, provincial and/or federal laws and regulations during the SSICsim conference;
12. I will not contravene any laws and/or rules set forth by the University of Toronto, the City of Toronto, Province of Ontario and nation of Canada;
13. I will assume any and all responsibility for my infringement of any of these aforementioned laws and declare that in no way can the SSICsim organization and/or members of SSICsim be held financially or legally accountable for my actions;
14. I will encourage all others to abide by these rules and report any blatant infractions of these codes of conduct to the Secretary General.

By becoming a member of the SSICsim organization and signing this contract, I will assume these responsibilities of leadership voluntarily. I am aware that failure to abide by this agreement will place the action in question under review which may result in disciplinary action under the University's Code of Student Conduct, in addition to the termination of my position and the cessation of all benefits resulting from being a member of the SSICsim organization. Also, in signing this agreement, I acknowledge that I have read and understood my membership rights and responsibilities, as well as the due process regarding membership suspension and revocation as per the SSICsim Constitution. I recognize that any event which results in the aforementioned action being taken against me will also disqualify my participation in any future SSICsim event.

Name of SSICsim Member (Please Print)

Signature

Date

Name of SSICsim Secretary General (Please Print)

Signature

Date