



# POLICIES FOR THE YALE INTERNATIONAL RELATIONS ASSOCIATION



*These policies for the Yale International Relations Association were updated according to changes voted upon by the 2015-2016 Board. The update of the document was made as an effort of the 2016-2017 Constitutions and Policies Review Committee in March of 2016, which comprised of Kelsi Caywood, Andrea Fleming, Adam Michalowski, and Michael Borger.*

## **CHAPTER ONE: POLICIES OF THE BOARD OF DIRECTORS**

### **SECTION ONE: POWER OF THESE POLICIES**

1. This document contains all current Policies of the Yale International Relations Association (YIRA) Board of Directors and is subject to the Yale International Relations Association Constitution such that no policy herein may contradict the Constitution.
2. Policies codified herein are binding on future Boards unless otherwise stated.

### **SECTION TWO: EXECUTION OF THESE POLICIES**

1. It is the responsibility of the YIRA President to furnish each newly elected or appointed member of the Board of Directors with the most recent copy of these Policies and to ensure that the most recent copy of these Policies is available to the YIRA membership.
2. Should a member of YIRA in good standing believe any of these Policies are not being properly executed, he or she may submit a formal complaint to the YIRA President listing the sections violated and describing the circumstances of the violation.

## **CHAPTER TWO: BOARD OF DIRECTORS**

### **SECTION ONE: POSITIONS AND PRIMARY RESPONSIBILITIES**



1. The President:

- a. The President of YIRA is the organization's chief representative to the membership, the Yale administration, and all relevant campus, regional, and global organizations.
- b. The President is responsible for the implementation and enforcement of the YIRA Constitution, these Policies of the Board of Directors, and any other decision made by the Board of Directors.
- c. The President will consult the Board of Directors on administrative matters and disclose to that body all executive decisions.
- d. The President will call meetings of the Board of Directors and the general membership when it is relevant and prudent, in accordance with the YIRA Constitution.
- e. The President will attend as many YIRA events and planning, training, or reflection meetings that precede or follow such events as is feasible.
- f. The President is the ultimate arbiter of all matters concerning more than one department or the organization as a whole.
- g. As the organization's chief representative, the President alone will have the power to sign contracts on behalf of the Yale International Relations Association or any constituent program, unless he or she explicitly delegates this power to a Program Director.
- h. All decisions made by Directors or other members of YIRA with the powers delegated to those persons by the YIRA Constitution, these Policies, or other documents or agreements must be disclosed to the President during the time allotted by the President for updates at meetings of the Board of Directors or a private conference of the President and the Program Director.
- i. The President will determine who merits possession of a key to the YIRA office, a credit/debit card linked to the YIRA bank account, a grounds pass to the United Nations, and all other shared resources of the organization.
- j. Before the end of each semester, the President shall conduct a mid-year review of Board's satisfaction with the President's leadership and the Board's general activities; the President will conduct the review in a way that allows for an open discussion as well as the submission of anonymous feedback.
- k. The President is responsible for organizing a retreat for the Board of Directors, to take place in the fall semester or spring semester, as well as additional social activities throughout the year, or must delegate such responsibility to another member of the Board of Directors.





1. Responsibility for the conduct of all Directors and members representing YIRA and the fiscal and social prosperity of all of the departments and initiatives of the organization ultimately rests with the President.
2. The Vice President:
  - a. The Vice President's first set of responsibilities is member relations. This includes directing all activities pertaining to recruitment, planning Happy Hours, Fall and Spring Banquets, and other social events that will help build a YIRA community. For recruitment, he or she is responsible for organizing YIRA representation at Bulldog Days and Camp Yale, getting in touch with the Admissions Office regarding registration and funding as an official undergraduate organization, organizing individual "Face to Face" meetings between prospective members and current members, and overseeing any recruitment events that will make YIRA appealing to prospective members. Responsibility for such events includes keeping records of all materials used.
  - b. The Vice President is the head of the Membership Division of the Board of Strategy and Operations (BSO) and presides over all BSO meetings of said division.
  - c. The Vice President's second set of responsibilities is to oversee alumni relations and coordination, including but not limited to planning alumni events in conjunction with the Executive Director. In years when the Harvard-Yale game is held at Yale, an event will be held at this time for YIRA alumni. In other years, at least one other event must be held. He or she is also responsible for overseeing the content of a report to be sent to the alumni at least annually.
  - d. The Vice President's third set of responsibilities is to oversee the planning and execution of Domestic and International Trips.
  - e. The Vice President's final set of responsibilities is administrative. The Vice President assists the President in overseeing the organization as a whole and executes the President's duties when he or she is unable to do so.
3. The Executive Director:
  - a. The Executive Director is responsible for organizing all international relations related YIRA events.
  - b. The Executive Director is the head of the Global Perspectives Society (GPS) division of the BSO and presides over all BSO meetings of said division.
  - c. The Director is responsible for submitting a proposal to board for or against organizing an intramural Model UN Conference during his/her term; this proposal must be submitted to board before the start of the academic year.





- d. The Director is in charge of coordinating the work of members interested in setting up and running speaking events for both YIRA members and the wider Yale community. He/she often coordinates with other organizations, departments, and programs at Yale in co-sponsoring events.
  - e. The Executive Director is responsible for organizing an international relations symposium for high school students. In planning the symposium, the Executive Director should work with the YMUN Secretary-General and Director of Hemispheres to collect contacts for the purpose of recruitment.
  - f. The Executive Director will assist in overseeing the marketing and publicity of YIRA related events that are not directly under the purview of a specific constituent program.
4. The Treasurer:
- a. The Treasurer is in charge of maintaining and overseeing the finances of the organization. This responsibility includes, but is not limited to, coordinating the creation of an annual budget, bookkeeping, collecting receipts for expenses, collecting checks received as conference revenue, writing checks, and regularly preparing reports on the state of the organization's finances.
  - b. The Treasurer is also responsible for overseeing and managing outside funding sources, including but not limited to grants and sponsorships.
  - c. The Treasurer is responsible for meeting with the USGs of Delegations for all YIRA conferences on a monthly basis until the period 3 months prior to the conference, at which point they should meet on a bi-monthly basis. At these Meetings:
    - i. The USGs of Delegations are responsible for relaying information on areas including but not limited to: delegate recruitment count, issues or problems they face in processing financial transactions, requests for refunds, outstanding checks and payments.
    - ii. The Treasurer will work with the USG of Delegations to ensure the following: delegate recruitment counts are consistent with our financial projections, all transactions are processed promptly (online & checks), any requests for delegate refunds are processed and refunds are issued, in the case of foreign conferences, payments are processed so as to minimize exchange-rate risk and conversion fees.
5. The Secretary:
- a. The Secretary is the primary record-keeper of the organization and is chiefly responsible for maintaining institutional memory in the form of notes, minutes, bulletins, photos, and follow-up reports.





- b. The Secretary is responsible for recording minutes of each Board meeting, for sending them out to all members of the Board of Directors, and for uploading them to the SugarSync account.
  - c. The Secretary sends out weekly bulletins to YIRA's membership.
  - d. The Secretary must work to maintain, improve, and update the YIRA website, as well as other important forms of online resources, including but not limited to the YIRA Wikipedia page, etc.. He or she will coordinate with the BSO for the division of online presence such as the YIRA Facebook and YIRA Twitter.
  - e. The Secretary is responsible for maintaining a calendar of YIRA-wide events and the events of each constituent program.
  - f. The Secretary works with the Vice President to maintain the Association's email list, roster of members, and alumni communication.
6. The SCSY Secretary-General:
- a. The SCSY Secretary-General is responsible for administrating and organizing all things related to the Security Council Simulation at Yale (SCSY).
  - b. Furthermore, the Secretary-General of SCSY shall be responsible for the selection and appointment of his/her secretariat, subject to majority approval by the Board of Directors; the selection and appointment of the remainder of the SCSY staff, in conjunction with his/her secretariat; and the training of his/her conference staff in topic paper writing, rules of parliamentary procedure, and other skills necessary in the effective operation of a Model UN conference.
7. The YMUN Secretary-General:
- a. The YMUN Secretary-General is responsible for administrating and organizing all things related to Yale Model United Nations Conference (YMUN).
  - b. Furthermore, the Secretary-General of YMUN shall be responsible for the selection and appointment of his/her secretariat, subject to majority approval by the Board of Directors; the selection and appointment of the remainder of the YMUN staff, in conjunction with his/her secretariat; and the training of his/her conference staff in topic paper writing, rules of parliamentary procedure, and other skills necessary in the effective operation of a Model UN conference.
8. The YMUN China Secretary-General:
- a. The YMUN China Secretary-General is responsible for administrating and organizing all things related to the Yale Model United Nations China Conference (YMUN China)
  - b. The YMUN CHINA Secretary-General shall be responsible for the selection of his/her secretariat and staff, subject to majority approval by the Board of Directors and the YMUN CHINA International Partner Organization if





applicable; the training of his/her conference staff in administrative and committee skills necessary in the effective operation of a Model UN conference; the delegation of tasks necessary in the effective operation of a Model UN conference; and communications among the Board of Directors, the conference staff, and the International Partner Organization if applicable.

9. The YMUN Korea Secretary-General:

- a. The YMUN Korea Secretary-General is responsible for administrating and organizing all things related to Yale Model United Nations Conference Korea (YMUN Korea).
- b. Furthermore, the Secretary-General of YMUN Korea shall be responsible for the selection and appointment of his/her secretariat, subject to majority approval by the Board of Directors; the selection and appointment of the remainder of the YMUN Korea staff, in conjunction with his/her secretariat; and the training of his/her conference staff in topic paper writing, rules of parliamentary procedure, and other skills necessary in the effective operation of a Model UN conference.

10. The YMGE President(s):

- a. The YMGE President(s) is/are responsible for administrating and organizing all things related to Yale Model Government Europe (YMGE).
- b. Furthermore, the President(s) of YMGE shall be responsible for the selection and appointment of his/her secretariat, subject to majority approval by the Board of Directors; the selection and appointment of the remainder of the YMGE staff, in conjunction with his/her secretariat; and the training of his/her conference staff in topic paper writing, rules of parliamentary procedure, and other skills necessary in the effective operation of YMGE.

11. The MUNTU Head Delegate:

- a. The MUNTU Head Delegate is the chief representative of Yale University at intercollegiate Model United Nations conferences in which MUNTU participates.
- b. The Head Delegate of MUNTU shall be responsible for activities relating to attendance at inter-collegiate Model United Nations conferences, including, but not limited to, deciding which members of MUNTU participate in which conference, country and committee assignments, research and preparation, mission briefings, registration, and transportation.
- c. The Head Delegate may, at any time, delegate responsibility related to the management of MUNTU to other MUNTU members, but the Head Delegate retains ultimate authority over and responsibility for all decisions made.





- d. The MUNTY Head Delegate must ensure the participation of all new MUNTY recruits during a YIRA intramural Model UN Conference approved by board; in addition, he or she shall promote the conference to all those trying out.
12. The Hemispheres Director:
- a. The Hemispheres Director is in charge of coordinating YIRA's international relations education program, including facilitating trips and participants in Model UN activities, supervising the mentoring groups, and organizing the program's annual participation at YMUN. The Director will coordinate class logistics, liability requirements, and communications with all students.
  - b. The Hemispheres Director is also responsible for managing relations with Dwight Hall, including obtaining and managing Dwight Hall funding.
  - c. The Hemispheres Director will work in collaboration with an Assistant Director of External & YIRA Relations and an Assistant Director of External & YIRA Relations.
13. The YRIS Editor-in-Chief:
- a. The YRIS Editor-in-Chief (EIC) is ultimately tasked with producing YRIS' final product: a quality print publication. The EIC will oversee the solicitation of articles, their selection and the work of the editors to prepare pieces for print.
  - b. The Editor-in-Chief will work to increase faculty awareness and participation in YRIS.
  - c. Additionally, the Editor-in-Chief will work to partner with institutions and organizations outside of Yale to expand YRIS' readership and diversify its sources of funding. The EIC will also oversee the YRIS speaker series and its interviews.
  - d. Finally, the Editor-in-Chief will work with other senior members of YRIS, at his or her own discretion, to select the next EIC, Executive Editor(s), and Managing Editor(s).
14. The YMUNI Director:
- a. The YMUNI Director is responsible for administrating and organizing all things related to the Yale Model United Nations Institute (YMUNI).
  - b. Furthermore, the Director of YMUNI shall be responsible for the selection and appointment of his/her team, and the training of his/her conference staff in all skills necessary for the effective operation of the program.
  - c. The YMUNI Director is also responsible for managing relations with the Yale Conferences & Events (YC&E) in order to obtain housing for the YMUNI team and the YMUNI delegates.
15. Attendance Prioritization:





- a. Each director will be in attendance at every Board meeting unless excused by the President. Situations that would grant excuse include illness, family emergency, and jury duty. Situations that would not grant excuse include impending paper or exam deadline, conflict with on-campus event hosted by another organization.
  - b. Each director should make a reasonable effort to attend all events hosted by all departments in YIRA. This goes beyond the regular membership requirement of staffing SCSY and YMUN, and extends to active participation in events led by the Executive Director and Hemispheres and Independent Initiatives as they arise. Board members will engage other members at these events professionally and enthusiastically, welcoming new faces and encouraging enthusiasm among veteran members.
  - c. Each director will be available to help set up, staff, and clean up all recruitment and retention events, including Happy Hours, banquets, bazaars, and mixers.
16. Accessibility and Responsiveness:
- a. Each director will address every question or request for information within 24 hours of receipt of that question or request for information. This does not mean that the answer or information needs to be delivered within 24 hours, but that within 24 hours the petitioner knows the director has received the request and has an idea of when he or she will get the final response.
  - b. Each director will respect all deadlines set by other Board members or other members in the organization acting with authority granted by the Constitution, these Policies, or a Board member. These include deadlines for committee or international trip application, submission of department updates or announcements for the Weekly Bulletin, End of Semester reports, budget updates, etc.
  - c. Any director who misses a meeting of the Board of Directors must submit an update to be read aloud at that meeting of the Board of Directors. In addition, there is a 24-hour grace period in which that Director may respond to any decisions made affecting their constituent program and before which such decisions are not considered to have been finalized.

## **SECTION TWO: CONFLICT OF INTEREST**

1. Conference Director Application:
  - a. Applications for the position of Secretary-General or President for each conference shall be written by the current Secretary-General or President of that







- conference. These applications will be made available to the entire YIRA membership by means of announcement in an attachment to the bulletin.
- b. The current Secretaries-General of SCSY, YMUN, YMUN China, YMUN Korea, the President of YMGE and the YIRA President shall henceforth in this policy be referred to as the Conference Director Selection Committee. If there are two Presidents of YMGE, only the President who serves on the board shall be considered.
  - c. Conflicts of interest for Executive Board members include but are not limited to: YIRA Sponsorships, Establishment of New Initiatives, Establishment of New Conferences, Establishment of New Constituent Programs, Trip Applications, YIRA Competitions, Secretaries General Appointments, Secretariat and Chair Selections
    - i. Any Executive Board member must excuse themselves from Executive Board communication, discussion and voting if they find themselves with a conflict of interest, including but not limited to the aforementioned cases.
    - ii. All members of the Executive Board have a duty to identify conflicts of interest if the Executive Board member in question has not already excused themselves; if the Executive Board member does not excuse themselves from Executive Board communication, discussion and voting on the issue at that point, the Executive Board must hold a vote to overturn or uphold the identified conflict of interest by a majority vote.
    - iii. Under special circumstances, additional precautions may be necessary to avoid giving an unfair advantage to an Executive Board member. These circumstances and necessary precautions are up to the discretion of that Executive Board by a majority vote.
    - iv. YIRA members may request documents relevant to their proposal or application. These documents will be given with the approval of the Executive Board by majority vote.

### **SECTION THREE: SELECTION OF NON-ELECTED POSITIONS**

1. Board of Directors will be on the Conference Director Selection Committee.
2. Submission of an application for a position on the Board of Directors is an implicit agreement to uphold the YIRA Constitution and these policies and execute all duties of that office described therein.





3. Shortly thereafter, an application will be made available by the same means as described above for the formation of an ad-hoc committee to select the Conference Director. Of the applicants, the Conference Director Selection Committee will select members with varied levels of involvement with and years of experience with the conference and YIRA. Ideally, the Committee will include one former Secretariat member, one committee director and one staffer or Assistant-Secretary General.
4. Interviews:
  - a. Once the ad-hoc committee is chosen by the Conference Director Selection Committee, the final list of applicants for the position of Secretary-General will be addressed and approved by the Board of Directors. The completed applications for the position of Secretary-General will be addressed and approved by the Board of Directors. The completed applications for the position of Secretary-General and the time and pace of the interviews will then be distributed to all Board members. A skype interview is possible only under extenuating circumstances (such as a selection that must occur during a term recess). Each of the candidates will be contacted and given an interview time. These interview times should be sufficiently spaced so as to limit the likelihood of face-to-face contact of candidates between interviews.
  - b. Board and ad-hoc committee members will be encouraged to submit questions to the Conference Director Selection Committee at least 24 hours before the interview is scheduled. The conference director selection committee will finalize the list of questions and determine who among them will ask each.
  - c. Shortly thereafter, the President shall call a Special Meeting of the Board of Directors. The Board members and ad-hoc members will convene in Western Business Attire to interview the candidates. The Conference Director Selection Committee will ask each candidate the predetermined questions. No discussion of the candidates will take place between interviews.
  - d. After all interviews have been concluded, the President will give the Board any structural remarks he or she sees fit, and those present besides the Conference Director Selection Committee will discuss the candidates.
  - e. Once substantial discussion has taken place, the President will remind all Board members to ensure the anonymity of the names of the candidates and that all points made in deliberation are not to be discussed with anyone including other YIRA members, the candidates, or other persons present for deliberations. All handwritten notes and copies of the applications will be collected by the President for shredding.





- f. The Conference Director Selection Committee will remain to make the final decision by majority vote. The current Conference Director will then inform each candidate privately of the decision.
  - g. Should a current Conference Director feel the need to recuse himself from being a member of the Conference Director Selection Committee, he or she must discuss this matter with the President before the selection process begins. He or she and the President will appoint a suitable replacement from the Board. Should the President feel the need to recuse himself from the Conference Director Selection Committee, all his or her duties will be executed by the Vice President. Any person who recuses himself from the Conference Director Selection Committee will act as all other Board members.
5. The Hemispheres Director:
- a. The Director of Hemispheres shall be selected based upon a rigorous application and interview process.
  - b. Candidates for the position of Director from the current Board of Directors shall exclude themselves from the entire decision-making process.
  - c. Applications shall be screened by the outgoing Hemispheres Director and their Co-Directors for evidence of experience, commitment, knowledge and any other factors deemed appropriate by the Board of Directors. A panel including the Hemispheres Director and their Co-Directors shall interview applicants, unless any of these Co-Directors is themselves running for the position of Director, in which case they shall exclude themselves from the entire decision-making process. The panel shall proceed to select the new Hemispheres Director and Assistant Directors by a majority vote after ample discussion. In the event a decision cannot be reached, the panelists shall rank the candidates in their order of preference, and the candidate with the highest average rank shall be named the next Director.
  - d. The new Hemispheres Director and their Co-Directors require majority approval of the Board of Directors before they are officially announced as the new Hemispheres leadership.
6. The MUNTY Head Delegate:
- a. The Head Delegate of MUNTY shall be elected by a majority vote of the members of YIRA who are also members of MUNTY in good standing present at an election meeting called specifically for such an election.
  - b. The election meeting shall be held at least one week prior to the YIRA Annual General Elections.





- c. Prior to the election, each candidate will have the opportunity to submit a candidacy statement. Such candidacy statements must be submitted to the Head Delegate and will be sent out to the team in advance of the elections.
  - d. At the election, all candidates will be asked to leave the room.
  - e. Each candidate will then be called in, in alphabetical order by last name. Each candidate will have five minutes to speak and fifteen minutes for a question and answer session, to be moderated by the candidate him/herself.
  - f. After all candidates have spoken, the team will engage in deliberations, which will be moderated by the Head Delegate, who will run them in whatever way he/she deems most efficient, but which must provide each team member an opportunity to speak.
  - g. When the Head Delegate deems it appropriate, a final vote will be taken, at which point the candidate who receives the majority is elected the next Head Delegate.
  - h. The current Head Delegate will leave the room and will inform all three candidates of the results.
  - i. MUNTY members unable to attend elections are not permitted to cast a vote due to the nature of the deliberations, however they may and are strongly encouraged to submit a written endorsement or opinion to be read at the beginning of deliberations regarding the candidates running.
  - j. If the position of MUNTY Head Delegate is uncontested, the sole candidate will still prepare a candidacy statement and in lieu of deliberations the team will meet together with the new Head Delegate to discuss team vision and his/her ideas
7. The YRIS Editor-in-Chief:
- a. The YRIS Editor-in-Chief shall be selected based upon a rigorous application and interview process.
  - b. Candidates for the position of Editor-in-Chief from the current Board of Directors shall exclude themselves from the entire decision-making process.
  - c. Applications shall be screened by the outgoing YRIS Editor-in-Chief, Executive Editor and Managing Editors for evidence of experience, commitment, knowledge, and any others factors deemed appropriate by the Board of Directors. Applicants shall be interviewed by a panel consisting of the Editor-in-Chief, the Executive Editor and the Managing Editors, unless any of these Editors are themselves candidates for the position of Editor-in-Chief, in which case they shall be excused from the process. The panel shall proceed to select the new Director by a majority vote after ample discussion. In the event a majority cannot be obtained, the panelists shall rank the candidates in their order of preference, and the candidate with the highest average rank shall be named the next Editor.





- d. The new Editor-in-Chief, the Executive Editor, and Managing Editors require majority approval of the Board of Directors before they are officially announced as the new YRIS leadership.
8. YMUNI Director
- a. The Director of YMUNI shall be selected based upon a rigorous application and interview process.
  - b. Candidates will send their applications to the YMUNI Director, after which they must be approved by a majority of the Board of Director in order to be interviewed.
  - c. Applicants shall be screened for evidence of experience, commitment, knowledge and any other factors deemed appropriate by the Board of Directors.
  - d. Interviews will take place in the presence of the President and the outgoing YMUN Director. The panel will then vote to select the new YMUNI Director. In case consensus cannot be established, the Board of Directors will vote.

#### **SECTION FOUR: TRANSITION OF DIRECTORS IN ELECTED POSITIONS**

1. After the general YIRA election and before the first of May of that year, outgoing Board members will meet with their newly elected successors and pass on all relevant documents, calendars, keys, account information, contacts, and other elements of institutional memory.
2. All YIRA debit cards distributed to elected Board members will be collected by the incoming Treasurer by May 1st at the end of their term; the presiding Treasurer is responsible for collecting all YIRA debit cards distributed to non-elected Board members no later than two weeks after the end of their term.
3. Before the conclusion of Reading Week, the new Board of Directors will convene to reflect on the status of YIRA, exchange contact information, set goals to reach over the summer, read through the Constitution and this policy document.

#### **SECTION FIVE: ELECTIONS**

1. Elections Information Meeting:
  - a. An informational meeting about YIRA elections shall be held at least one week prior to the YIRA General Elections meeting.
  - b. Information about the responsibilities of each office up for election at YIRA General Elections as well as the procedure for elections shall be presented to those in attendance at the meeting. All Board members currently occupying





positions up for election at YIRA General Elections will be present at the meeting to answer any questions.

- c. All information presented at the meeting will be made available to YIRA members who could not attend the meeting.

## 2. Campaigning:

- a. All prospective candidates for YIRA office shall campaign according to the following procedure in order to be eligible to run for YIRA office: Candidates shall inform the President and Secretary of their intention to run for a specific YIRA office via email no later than 24 hours after the Elections Information Meeting. The Secretary shall make a list of the candidates per office available to the YIRA membership via the next YIRA bulletin.
- b. Once the list of candidates has been released to the YIRA membership, Campaign Period shall officially begin. During this period candidates must schedule campaign meetings with all current Executive Board members and program heads.
- c. Candidates for YIRA office shall submit candidacy statements that will be distributed to the membership in advance of the elections and will also be made available at the YIRA General Elections meeting. These candidacy statements must be submitted to the YIRA President no later than noon three days before the election.
- d. Other than for the purpose of distributing all candidacy statements together, official YIRA equipment, websites, e-mail, and any other forms of communication cannot be used for campaigning purposes.

## 3. Eligibility for YIRA Office:

- a. All prospective candidates must attend the Elections Information Meeting in order to be eligible to run for YIRA office, unless excused by the president in advance for a personal reason.
- b. All prospective candidates must attend at least one YIRA Executive Board meeting before the date of General Elections in order to be eligible to run for YIRA office.

## 4. Electorate Positions:

- a. All members of the YIRA Executive Board shall be required to attend General Elections unless excused by the President for personal reasons.
- b. Upon assuming the position of director of a constituent program, each director shall submit a list of the positions within their program that shall be required to attend General Elections, unless excused by the President for personal reasons. These positions shall henceforth be referred to as Electorate Positions. The





selection of the Electorate Positions shall be based on the unique perspective each position shall bring to General Elections.

5. Election Committee:

- a. Each constituent program director shall call for volunteers from among Electorate Positions members to form the YIRA Programs Election Committee no later than two weeks before the date of General Elections. Should there be less than three volunteers the remainder shall be chosen by random lottery of all Electorate Positions in that constituent program.
- b. Three Electorate Position members shall be selected from each constituent program among the volunteers by electronic lottery to form the Election Committee no later one week before the date of General Elections.
- c. The Election Committee shall formulate five questions to ask each elected YIRA office during General Elections and shall submit these questions to the President at least three days before General Elections. Three of the questions must be the same for all candidates, and two must be candidate specific.
- d. Directly following the four-minute speech by each candidate, each Constituent Program Election Committee shall ask the candidates their five questions, beginning with the three questions general to the position, and followed by the two candidate specific questions. The candidate will have a time limit of 1 minute to answer each question posed by each Constituent Program Election Committee.

## **CHAPTER THREE: ASSOCIATION FINANCES**

### **SECTION ONE: BUDGET**

1. Department budgets: Once elected or appointed and before the end of Spring term, each department head must complete a preliminary departmental budget and submit it to the Treasurer. Department heads are responsible for obtaining the prior year's budget from the outgoing Treasurer. The Treasurer is subsequently responsible for compiling a Financial Architecture delineating the compiled projections for income and expenditures for the coming year to be juxtaposed with how income and expenditures occurred during the previous year.
2. Executive review: Once each department has submitted its budget and prior to the first Board meeting of the Yale College academic year, the Treasurer and President should meet with each department head to discuss every line item in that department's budget, looking for ways to increase revenue, cut costs, and eliminate excess spending. By no later than two weeks after the conclusion of the program, each department should submit a finalized budget of expenses for Board review.





3. Board review: The Board will review the budget in two phases. The Treasurer will present the initial compiled budget, and his budgetary report to the Board, which will decide which line items are essential and which are discretionary. For example, essential expenditures might include happy hours and banquets, while discretionary expenditures might include independent initiatives and YIRA sweatshirts. The Treasurer will then prepare a baseline budget of the essential expenditures and will prioritize the discretionary items for Board discussion. In turn, the Board will discuss the ordered list of discretionary expenditures in sequence to decide how much it is willing to allocate to each line item.
4. Philosophy: Decisions should be made “on the margin,” i.e. considering how additional spending on one line item will impact spending on other line items.
5. Transparency: The Board should provide the membership with information regarding how it has chosen to allocate YIRA’s finances for the coming year.
6. Accountability: The Treasurer is responsible for ensuring that all Board members are held accountable for all money that they spend. The Treasurer must consistently be aware of the financial standing of the organization.
7. Financial advisor: The Treasurer shall be the financial advisor to all constituent programs of YIRA and will help them find new sources of revenue.
8. Mid-Year Report: The Treasurer will be responsible for compiling a report at the end of the Fall semester to be presented to the Board outlining what happened with YIRA finances during the Fall semester, and current status of budget projections. The Board must review this report and determine how financial allocations will change for the Spring semester as a result of the income and expenses that were procured in the Fall. The Mid-Year Report will be made accessible to the general membership.

## **SECTION TWO: TAXES**

1. Sales Tax: As a 501c3, YIRA is exempt from sales taxes. In order to take advantage of this, when people make purchases that are sales taxable, they will need a Cert-119 form. If this is the case, they must request this from the Treasurer.
2. W9 – Request for Tax ID: People making payments to YIRA (most often schools and clubs for the conferences) will need a W9 form, a request for Tax ID, for their tax purposes. These should be requested from the YIRA Treasurer a week before they are required.
3. Annual Filing: The Treasurer is responsible for completing the tax forms [990ez] by the date specified (as it fluctuates, the Treasurer must verify the date every November). The Treasurer handles the tax forms from the previous Board year.

## **SECTION THREE: EXPENSES AND RECORDS**

1. Board Debit Cards: At the beginning of the year, the President or Secretary will take each Board member, either individually or as a group, to the Chase Branch. Each should bring







two types of photo ID. The President or Secretary will need to make sure he or she has been added as a signer on the account and will make sure all old members have had their cards cancelled. Each new Board member gets a debit card with the customer service representative. The cards will be mailed to the YIRA PO Box. The Treasurer will write down the last four digits of each board members debit card. This will make identifying expenses easier.

2. **Check Deposits:** Checks will be deposited as soon as possible once they have been received. Checks must be made out to “Yale International Relations Association”. If checks are made out to the USG in charge of finances, the USG needs to ensure that he or she signs the check over by writing on the back “Pay to the order of Yale International Relations Association.” The Treasurer will then record the check in an excel spreadsheet. All checks must be endorsed by using the YIRA business endorsement stamp.
3. **Writing Checks:** Many expenses will require a check rather than a debit card transaction. If a check is needed, the Treasurer will request the following information: payee, amount, and purpose. Checks are kept in the corporate checkbook. Upon request, the Treasurer will fill out the check and the stub to the left of the check. An electronic copy of check transactions should be maintained over the course of the year.
4. **Recording Expenses:**
  - a. **Categorizing Expenditure:** QuickBooks allows you to categorize expenses. The list of categories and subcategories can be viewed from the toolbar. Once expenditures are entered in QuickBooks, the Treasurer will type in the category and subcategory of the respective expense.
  - b. **Keeping Receipts:** Receipts are necessary for all expenses. The Treasurer needs to ensure that he or she is getting receipts for expenditures and be on the lookout for expenses that do not make sense. When turning in receipts, YIRA members need to ensure that they are writing down what the receipt is for. The Treasurer will file all of the year’s receipts. In addition to these expense receipts, the Treasurer will hold onto deposit receipts and other financial papers. The Treasurer needs to make sure that he or she is keeping a record of the receipts for at least at year.
  - c. **TYCO:** Keeping track of TYCO expenses is slightly more complicated. YIRA has an account with TYCO that we periodically pay. The bills get sent to the YIRA PO Box and the President must pick them up and give them to the Treasurer. TYCO bills need to be paid in person. These receipts need to be categorized. Whenever someone uses the account, they should write their name and the category it goes in. Once the division of the bill is figured out, the Treasurer will enter the information in QuickBooks and use the “Split” feature to categorize the bill into multiple locations.
5. **Generating Reports:** To display information for board reports and general observations, the Treasurer may use the “Reports” feature of QuickBooks. All YIRA members can ask for financial information from QuickBooks at any point throughout the year. The Treasurer will provide this information within a week.





6. Reimbursement Policy: All individuals who ask for a reimbursement must complete the reimbursement form and attach to it a receipt for the expenses for which they would like to be reimbursed. It is the responsibility of the Treasurer to write reimbursement checks and maintain consistent record of all reimbursement forms and respective receipts.
7. Other Documents: The Treasurer is responsible for keeping other financial YIRA documents such as its certificate of incorporation and proof of 501c3 status.

#### **SECTION FOUR: FINANCIAL AID**

1. When the budget is presented to board every year, a certain amount will be ascribed towards providing YIRA members with financial aid. The President and Treasurer will determine this amount.
2. All YIRA members receiving financial aid from Yale will be eligible to apply for financial aid.
3. Financial aid can be utilized for expenses needed to be made in order to take part in YIRA-sanctioned events outside New Haven, included but not limited to:
  - a. Conference Chairing or Secretariat Fees.
  - b. WorldMUN contributions.
  - c. Domestic travel for YIRA purposes.
4. The Treasurer will make sure that a Google Form to apply for financial aid is available at all times on the YIRA website.
5. Members who wish to utilize financial aid must submit this form to the treasurer:
  - a. At least two months before the date of the event, in the case of international travel.
  - b. At least one month before the date of the event, in the case of domestic travel.
  - c. Exceptions can be made if decisions about team members were made after the deadline.
6. In order to be eligible for financial aid, the YIRA member must provide a Yale-sanctioned form that ascribes the proportion of financial aid they receive, as well as a screenshot from Yale Student Information Systems about their ISA percentage eligibility.
7. All YIRA applications will make information about the financial aid available to applicants.
8. The proportion of the financial aid awarded will be equal to that which the student is currently receiving from Yale.
9. This matter will be kept completely confidential. Only the President and the Treasurer will review forms.
10. Once an application has been processed, all records of the application should be deleted from the form response section and from YIRA email addresses.

#### **SECTION FIVE: BOARD SAVINGS**





1. The status of YIRA savings will be reviewed by the Board of Directors three times each year:
  - a. At the annual budget meeting at the start of the academic year.
  - b. At the first meeting of the spring semester.
  - c. At the final meeting of the spring semester.
2. At each of these meetings, the Treasurer is responsible for updating the Board of Directors about:
  - a. The amount of savings.
  - b. How much the savings have grown since the previous Board review.
  - c. Whether any addition or subtraction should be made to the savings from YIRA's New Haven bank account.
3. Closely monitoring the status of these savings over the course of the year is the responsibility of the YIRA treasurer.

## **CHAPTER FOUR: MEMBERSHIP**

### **SECTION ONE: REQUIREMENTS OF MEMBERSHIP**

1. A Yale undergraduate student may achieve YIRA membership on a semester-by-semester basis by fulfilling the requirements of: a YIRA Constituent Program; an established YIRA program as outlined in Chapter 7, Section 1; an activity in YIRA that offers membership according to the YIRA bylaws.
2. Before the conclusion of each semester, the Secretary is responsible for collecting a list of Yale undergraduate students who have met the requirements for YIRA membership the relevant Executive Board members and program directors.
3. Any new member of a YIRA program must sign a contract that delineates their responsibilities for the program that they join, any expected financial contributions needed, an explanation of YIRA financial aid policy, and the resignation or dismissal processes should they feel unable to complete their responsibilities.

### **SECTION TWO: HONORARY MEMBERSHIP**

1. Any Executive Board member may propose an award of Honorary YIRA Membership to an individual who has distinguished themselves as a leader in global affairs or the field of international relations or an individual who has contributed greatly to the organization, yet has not met the requirements of membership for that semester.
2. The Executive Board must approve or reject the award of Honorary YIRA Membership to an individual by a majority vote.

### **SECTION THREE: SOCIAL EVENTS**

1. Happy Hours:





- a. The YIRA Vice President is responsible for organizing frequent, though practical, YIRA Happy Hours throughout the academic year. The exact number of Happy Hours is to be determined in conjunction with the Board of Directors in order to account for budgetary and time constraints.
  - b. All YIRA members who are active in any of YIRA's constituent programs and activities are permitted to attend YIRA Happy Hours
  - c. All Board members are required to help the Vice President in the organization and execution of YIRA Happy Hours. The Vice President will provide Board members with a list of those who are on duty for the night at least five days in advance.
2. Initiations:
- a. The YIRA Board may hold one initiation ceremony for new YIRA members every school year.
  - b. Initiations should incorporate both current and new YIRA members in order to facilitate inter-class bonding. The Board of Directors must take an active role in assisting the Vice President in his or her efforts in orchestrating this event.
3. YIRA Banquets:
- a. Based on financial projections for the year, the Executive Board may decide to have two YIRA banquets, one held at the end of each semester, or one YIRA banquet at the end of the spring semester; the proposal for the decision will be made by the Vice President and the proposal must be approved by a majority vote.
  - b. The Vice President is responsible for organizing both Fall and Spring/End-of year Banquets. Details, including where and when the banquets will be held, are determined by the Vice President, in consultation with the Board of Directors.
  - c. Invitations: If two YIRA banquets are held, everyone who has been a YIRA member for that semester is eligible to attend the banquet. If one YIRA banquet is held, everyone who has been a YIRA member for that academic year is eligible to attend the banquet. The Vice President will use the YIRA membership list to invite members to the banquet. The Vice President will make sure that all department heads are satisfied with the list of invited people. To add individuals who have not met the requirements of YIRA membership for that semester or academic year the Executive Board may make a list of individuals Honorary Members by majority vote. The Executive Director will work with the Secretary to create an invitation and will track RSVPs.
4. YIRA Dinners:
- a. YIRA Dinners may be called by the Vice President open to the general YIRA membership, as well as prospective members. The Vice President may choose to formally invite members of a certain Constituent Program or Programs.
  - b. All members of the Board of Directors are expected to attend the dinners unless excused by the President. If they fail to do so, they may have to attend an additional Happy Hour shift.





5. Retention Events:
  - a. The YIRA Vice President, in coordination with the YIRA President and YIRA Board, will be responsible for organizing and overseeing other social events throughout the year to continue to foster bonds between YIRA members.

## **CHAPTER FIVE: RECRUITMENT**

### **SECTION ONE: CAMP YALE, FRESHMAN ORIENTATION RECRUITMENT**

1. Pre-Orientation Email:
  - a. The Vice President and Secretary may choose to send an email to all freshmen two days prior to the opening of undergraduate residences to all freshmen.
  - b. The email may be sent to email addresses collected during the Bulldog Days Extracurricular bazaar the pervious April.
2. Extracurricular Bazaar:
  - a. The Vice President shall be responsible for securing a table at the Freshmen Bazaar during Camp Yale and organizing a contingent of YIRA members to represent the organization. The Vice President should put considerable thought and planning into the purchase and use of YIRA paraphernalia to entice freshmen and upperclassmen to learn more about the organization.
  - b. Flyers publicizing an information session should be distributed during the bazaar. Other ideas for paraphernalia and flyers include, but are not limited to tote bags, pens, Board of Directors contact information, folders, and brochures.
3. Information Session:
  - a. During freshmen orientation, the Vice President is responsible for organizing a YIRA information session in order to advertise the various departments of YIRA to prospective members. Ideas for promoting the information session include but are not limited to, holding a barbeque, offering free milkshakes at Yorkside, organizing a happy hour.
  - b. The YIRA Information Session must involve the heads of constituent YIRA departments and programs. The specific structure of the Information Session is subject to change and is determined by the Vice President in consultation with the Board.
4. Departmental Recruitment Plans
  - a. Each department head is responsible for creating additional recruitment plans and events to attract members to specific departments, programs, and activities.
  - b. YIRA wide recruitment plans and events are to take precedence over departmental or program recruitment efforts for all members of the YIRA Board of Directors.





## **SECTION TWO: BULLDOG DAYS RECRUITMENT**

1. The Vice President shall be responsible for securing a table at the Bulldog Days Extracurricular Bazaar and organizing a contingent of YIRA members to represent the organization and answer all questions prospective freshmen may have at the event.
2. The Vice President is also responsible for organizing an event with food or beverages during Yale Bulldog Days to entice prospective freshmen and offer them an opportunity to meet current YIRA members in order to promote the organization to prospective freshmen.
3. The Vice President should incorporate the newly elected YIRA Board, in particular the Vice President elect, into Bulldog Days recruitment plans.

## **CHAPTER SIX: TRANSPARENCY AND COMMUNICATION**

### **SECTION ONE: WEEKLY BULLETINS**

1. Definition and Objectives:
  - a. Weekly Bulletins are bulletins sent by the Secretary to the mailing list on Sunday evening of each week that classes are in session containing important information about news and updates, events, and opportunities related to YIRA, as well as any other information deemed relevant by the Board.
  - b. The purpose of the Weekly Bulletins is to inform and to communicate to members useful information in a concise, convenient, presentable, and informative manner.
2. Recipients:
  - a. The Weekly Bulletin is to be sent to all interested recipients (i.e. not simply those who qualify for membership benefits), that is, anyone currently subscribed to the YIRA mailing list including, but not limited to: current members, prospective members, non-members, former members, alumni, and faculty.
3. Method and Timeline:
  - a. The process by which bulletins are crafted involves four steps:
    - i. Content submission: the Secretary must send an email to the Board and any other parties he/she deems relevant, requesting submissions for YIRA's Weekly Bulletin. If possible, the Secretary should send this email by Wednesday of each week.
    - ii. Synthesis of information: All information received must be filtered, synthesized and made to fit in the bulletin format; any information deemed irrelevant is disposed, and an email sent to the submitter informing him/her of this action.





- iii. Draft Approval: If requested by the President, a draft of the bulletin is sent to the YIRA President for approval before it is distributed to the membership.
4. Content:
- a. In general, information contained in the Weekly Bulletins falls into three categories:
    - i. Announcements: (e.g. Secretariat selections, awards won in competition, updates from YIRA departments, etc.).
    - ii. Events (e.g. Speakers Committee events, Happy Hours, etc.).
    - iii. Opportunities (e.g. Secretariat applications, Spring Break trip applications, staffing opportunities, relevant internships, etc.)
5. Content eligibility:
- a. All information relating to YIRA or any YIRA department is eligible for submission for inclusion in YIRA's Weekly Bulletin, in particular if it has been submitted by a Board member, although Board members should bear in mind the importance of relevance and brevity in their submissions.
  - b. The Secretary should use his or her discretion when editing submissions by Board members, taking care to condense and synthesize to ensure the conciseness and presentability of information; removal or rejection of any submission by a Board member or YIRA member from a constituent department should be discussed with the submitting member and the President, with final decision on inclusion resting with the President.
  - c. Eligibility for information or advertisements for events and opportunities not related to YIRA, but other Yale or outside organizations will always be included after YIRA materials and should be evaluated based on the following criteria (in order of importance):
    - i. Relevance: any information or organizations represented should relate to international relations and global affairs, and as such, bear general relevance to YIRA's goal of promoting awareness of international relations and global affairs.
    - ii. Interest: the event or opportunity should be of an interesting nature which would appeal to the YIRA membership, since YIRA's bulletin ultimately serves its members.
    - iii. Partnership organizations: there are several Yale organizations which, over the past several years, have consistently cooperated with YIRA on important initiatives, such as the International Students' Organization (ISO); these organizations should be given preference in the consideration of eligibility.
6. Format:
- a. The Weekly Bulletin should be a quick source of information for members, concise and presentable.





- b. The Weekly Bulletin must utilize and propagate the “YIRA Brand,” including organization-standard titles, text, fonts, layout, and images.
- c. When applicable, the Weekly Bulletin will be personalized and addressed to the name of the individual listed in the recipient list.

## **SECTION TWO: WEBSITE**

1. Definition and Objectives:
  - a. The website is the official website of the Yale International Relations Association, located at [www.yira.org](http://www.yira.org).
  - b. The website is intended both for YIRA members to find out useful and timely information and for non-members wanting to find out more about YIRA.
2. Maintenance:
  - a. The website is to be maintained by the Secretary.
  - b. Updating content: the Secretary should work to regularly update all content on the website’s pages to ensure that the content reflects the current state of each of the YIRA departments.
  - c. Content to be updated should include announcements of all upcoming YIRA events; information about opportunities for involvement, with the corresponding applications and deadlines; and summaries of Board meetings.
  - d. Improvements: the Secretary should work to continually improve the website by eliminating bugs, improving the technical capacity of the website, and improving the website’s physical appearance.
  - e. To update content, the Secretary should use YIRA’s content management system [admin.yira.org](http://admin.yira.org), which allows the Secretary to update content without any knowledge of HTML.

## **SECTION THREE: BOARD MEETING MINUTES**

1. Definition and Objectives:
  - a. Board minutes are an extended summary of what occurred during YIRA Board meetings, recorded, written, and disseminated by the Secretary.
  - b. The minutes are intended as a. reminder to Board members of what was said, and what projects require follow-up and by whom and b. a tool for institutional transparency, giving members a sense of what issues the Board is considering, and what decisions have been made.
2. Method and Timeline:
  - a. The Secretary will take notes throughout the Board meeting, and is generally the only member of the Board permitted to use a laptop during the course of the meeting.
  - b. Minutes will be written up by the evening of the day after the Board meeting took place, and then sent out as a draft that same evening to the Board; this email







should seek input from other Board members on whether any changes or additions are needed.

- c. In particular, the Secretary will actively seek input on the draft from Board members who were absent during the meeting or during parts of the meeting, so they may give their views on issues that were discussed, and so that the revised minutes can also reflect these views. These members will also have a 24 hour period, beginning after the draft of the minutes have been sent out, in which to comment on any decisions made affecting their constituent program. The website is to be maintained by the Secretary. Updating content: the Secretary should work to regularly update all content on the website's pages to ensure that the content reflects the current state of each of the YIRA departments.
  - d. After revisions are made, a final version of the minutes will be sent to the Board. A summary of the minutes shall then be posted on the YIRA website.
3. Content:
- a. The Secretary should use his or her discretion as to what to include in the minutes but must include: the date, time, and venue of the meeting; Board members in attendance; important decisions made; follow-up action items and deadline; time of meeting called to order and adjournment.
  - b. Content should be organized in a way that follows the agenda items of the meeting.
4. Format:
- a. The format of the minutes should be presentable and easy-to-read, listing out points raised in bullet-point fashion and emphasizing decisions made.
  - b. The Secretary should use his or her discretion to alter the format of the minutes as he/she sees fit, subject to approval from the President.

## **CHAPTER SEVEN: ORGANIZATIONAL DEVELOPMENT**

### **SECTION ONE: ESTABLISHMENT OF A NEW YIRA PROGRAM**

1. Definition and Objectives:
  - a. The Establishment of a New Program is a mechanism by which a YIRA member can approach the board with a proposal to establish either a new branch within an existing Constituent Program that will run every year, or a new independent program within YIRA that will run every year.
  - b. The director(s) of a new program are required to fulfill all terms and conditions set forth by the Executive Board in a contract and will attend board meetings as called for by the Executive Board.
  - c. Approved new YIRA programs must be publicized at least once within the Weekly Bulletin as relevant.
2. Proposal and Approval Process:





- a. To submit a proposal for a new YIRA program the following process must be followed:
  - i. Step 1: YIRA member formulates idea and send written proposal including complete itemized budget for the program to YIRA board via the President.
  - ii. Step 2: The YIRA board will vote to approve or reject the bid for the proposal of the new YIRA program by majority vote.
  - iii. Step 3: If the bid is approved by majority vote, the proposing YIRA member shall draft bylaws of or a contract for the new YIRA program under the guidance of the YIRA president.
  - iv. Step 4: The proposing YIRA member will be invited to a subsequent meeting of the YIRA Executive Board to present their new YIRA Program proposal and bylaws or contract in a presentation of no less than 15 minutes.
  - v. Step 5: Following the presentation, the proposing YIRA member shall exit the room and the YIRA Executive board will discuss the proposal and bylaws or contract for no less than 10 minutes. At the conclusion of this discussion, the YIRA Executive Board shall vote to approve or reject the new YIRA program by a majority vote; YIRA Executive Board approval may be conditional upon amendments to the bylaws or contract, as dictated by the majority vote.
  - vi. Step 6: If the new YIRA program is approved by a majority vote, the YIRA President shall add the bylaws to the YIRA Policies and/or sign the contract for the new YIRA program.

### 3. Financial Requirements

- a. Any proposal for a new YIRA program must include a complete itemized budget for the program, subject to revision and approval by the Executive Board during the approval process.
- b. Before transfer of any funds from YIRA to any new YIRA Program, the Treasurer must perform due diligence by checking all relevant documents, including but not limited to voting records, minutes and contracts, to confirm proper approval of the new YIRA program and adherence to its bylaws and budget.
- c. The new YIRA program director(s) must provide the YIRA Treasurer with budgetary reports as requested.

## **SECTION TWO: ESTABLISHMENT OF A NEW YIRA PROGRAM**

1. The proposal process for the establishment of a new Constitution Program in YIRA shall be as follows:
  - a. The director(s) of the program must submit a bid to the President to present a proposal to the Executive board to establish a new Constituent Program in YIRA.





- b. The bid must be approved by a majority vote of the Executive Board.
- c. After approval, the director(s) must give a presentation of no less than 15 minutes on the proposed new constituent program with content including not limited to the proposed budget of the program, membership base, and reasons for constituent program status. This presentation will be followed by a question and answer session of no less than 10 minutes moderated by the President.
- d. After a closed discussion by the Executive Board, the President shall call a vote on whether or not to propose a revision of the Constitution during the General Elections to establish the program in question as a new constituent program in YIRA.
- e. In accordance with the process of constitutional revision, the program in question shall only be established as a new constituent program with a 2/3 majority vote of the voting body at General Elections.

## **CHAPTER EIGHT: YIRA SPONSORSHIPS**

### 1. Definition and Objectives:

- a. YIRA Sponsorships are a mechanism by which YIRA members can approach the Board with a proposal for one-time YIRA sponsorship for non-YIRA program or event, including but not limited to monetary or logistical support.
- b. An approved YIRA Sponsorship is neither authorized to use YIRA's 501(c)(3) status nor YIRA's Employer Identification Number (EIN).
- c. The leader(s) of a YIRA Sponsorship are required to fulfill all terms and conditions set forth by the Executive Board in a YIRA Sponsorship Contract and will attend board meetings as called for by the Executive Board.
- d. Approved YIRA Sponsorships must be publicized at least once within the Weekly Bulletin as relevant.

### 2. Proposal and Approval Process:

- a. To submit a proposal for a YIRA Sponsorship the following process must be followed:
  - i. Step 1: Formulate idea and send written proposal including complete itemized budget for the event or program to YIRA board via the President.
  - ii. Step 2: The YIRA member will be invited to a subsequent meeting of the YIRA Executive Board to present their YIRA Sponsorship proposal.
  - iii. Step 3: The YIRA Executive board will discuss the proposal at a board meeting.
  - iv. Step 4: The YIRA Executive board will collectively draft and vote on a contract of terms and conditions for the YIRA Sponsorship. The contract can only be approved by the YIRA Executive Board





through a majority vote. The contract becomes effective once signed by the YIRA Executive Board President and the leader of the YIRA Sponsorship.

- v. Step 5: Periodic reports are made to the President and any other Executive Board members designated on the progress of the new initiative. Receipts for reimbursement up to the value determined at the inception of the Initiative must be submitted to the Treasurer. A specific format and/or timetable for these reports must be established at the inception of the Initiative.

### 3. Funding Requirements:

- a. Any proposal for a YIRA Sponsorship must include a complete itemized budget for the event or program and exact details of how funds awarded by YIRA sponsorship will be used, subject to revision and approval by the Executive Board during the approval process.
- b. Before transfer of any funds from YIRA to any YIRA Sponsorship, the Treasurer must perform due diligence by checking all relevant documents, including but not limited to voting records, minutes and contracts, to confirm proper approval of the YIRA Sponsorship and adherence to funding structure and timetable.
- c. The YIRA Sponsorship leader must file the final budget of the event or program with the YIRA treasurer for review at a date specified in the contract.
- d. The YIRA Executive Board is encouraged to award funding only after completion of the contract.

## **CHAPTER NINE: INTERNATIONAL TRIPS**

### **SECTION ONE: INTERNATIONAL TRIP LEADERS – APPLICATION AND SELECTION PROCESS:**

1. The YIRA board is responsible for selecting each International Trip Leader by majority vote.
2. All Yale Undergraduates are eligible to apply to lead a YIRA International Trip.
3. Leading a YIRA International Trip meets the requirements for YIRA membership in that semester, unless a YIRA International Trip Leader is voted by a majority vote of the Executive Board to have not led the trip to the satisfaction of the Executive Board.
4. The Vice President and President are responsible for creating an application for trip leaders and interviewing all individuals who submit an application.
5. The application process for Trip Leaders is as follows:
  - a. Trip Leader applicants must fill out the application written by the Vice President and President, providing information including their itinerary, budget, proposed activities and meetings, and information regarding a trip takeaway project.





- b. The Vice-President and interested members of the Board will interview potential trip leaders and then present all the information regarding the trip proposals to the Executive Board to vote on which proposals to accept.
6. There will be two rounds of Trip applications, Fall Trips (to occur over Winter Break or a break in the Fall term) and Spring Trips (to occur over Spring Break or the Summer). The Vice-President will release the application for Fall Trips early in the Fall term, and he will release the application for Spring Trips late in the Fall term, such that participants can be interviewed and selected before Winter Break.
7. The YIRA Board should select trip leaders who demonstrate a great degree of commitment to all components involved in the successful execution of an international trip, including but not limited to, promoting the trip, drafting an application for trip participants, interviewing all applicants deemed worthy, facilitating group bonding events, seeking extensive sources of funding, remaining in close communication with all contacts on the ground in those countries to which they wish to travel, developing and executing a valuable takeaway project, and taking all necessary safety precautions before and during actual travel, as well as maturity, graceful composure in stressful situations, and an ability to maintain group cohesion, etc. Decisions may be based upon additional criteria the YIRA Board deems appropriate.
8. All International Trip Leaders must work with their group to develop a takeaway project (such as academic writing or a video documentary) presenting the findings of the trip, and the design of this takeaway must be proposed in the application. Additionally, all International Trip Leaders must as well organize a blog for their trip that they and their members participate in to record their experiences abroad.
9. All international Trip Leaders must go through an application and interview process, regardless of their experience leading a trip.
10. Given the high degree of preparation needed to organize an international trip, all prospective YIRA International Trip Leaders must apply in pairs. YIRA International Trips cannot have fewer or greater than two leaders per trip, with the understanding that only two leader subsidies will be given.
11. The YIRA President and Vice President are not eligible to be Trip Leaders, and YIRA Board members who apply to lead a trip are not eligible to consider trip proposals.

## **SECTION TWO: INTERNATIONAL TRIP PARTICIPANTS – APPLICATION AND SELECTION PROCESS**

1. The Executive Board has the final say in approving Trip Participants, after reviewing a final list of participants for each trip submitted by each respective pair of Trip Leaders. The Vice-President will guide Trip Leaders in selecting participants that would meet the Executive Board's approval, including criteria such as a high proportion of YIRA member participants.





2. Under the guidance of the Vice President, the Trip Leaders shall release an application to all YIRA members who wish to apply for to participate in a YIRA International Trip. All applications shall be submitted and reviewed by Trip Leaders and should be followed by in- person interviews.
3. All Yale undergraduates are eligible to apply to participate in a YIRA International Trip and receive a Participant Stipend, provided that they agree to meet the requirements of membership to the satisfaction of the YIRA Executive Board once they are selected, equivalent to achieving member status in the term that they are participating in the trip.
4. The value of the all Trip Stipends shall be dispensed in full before departure for the international trip, excepting cases in which the Board and the trip participant have both agreed to a deferment of payment.
5. Criteria for selecting Trip Participants shall include but not be limited to past individual contribution to YIRA, the manner in which the individual will contribute to the group dynamic before and during the trip itself, individual maturity and ability to relate well to others, their knowledge of and passion for the issues being discussed on the trip and/or the regions to which participants will travel, etc.

### **SECTION THREE: INTERNATIONAL TRIP STIPENDS**

1. The YIRA Board of Directors shall determine the value of the YIRA Trip Stipend for YIRA International Trip Leaders and Participants.
2. A YIRA member in good standing can receive a stipend to help subsidize his or her attendance on an international trip if this YIRA member has successfully completed his or her membership requirements to the satisfaction of a constituent body head or the Board of Directors. If any participant fails to do so, that participant will not be permitted to receive a YIRA Trip Stipend.
3. The list of all trip participants eligible for a YIRA Trip Stipend will also be presented to the YIRA Board with a brief synopsis of their qualifications and involvement in YIRA.

### **SECTION FOUR: COLLABORATION WITH TRIP LEADERS**

1. The YIRA Vice President will be responsible for supervising the organization of all aspects of the international trips. This will require frequent meetings with the trip leaders to ensure that all preparations are being made in a timely manner. Elements to consider include but are not limited to, making strong contacts on the ground, developing a practical itinerary that involves a balance of meetings, work, and rest for all trip participants, organizing several events through which trip participants can bond and become more familiar with the history of the regions to which they will be traveling and the personalities with whom they will be traveling, seeking out all possible sources of funding to help subsidize as much of the trip as possible, planning out transportation to and from the airport and all transportation during the trip, reserving all necessary accommodations for the duration of the trip, etc.





## **CHAPTER TEN: CONFERENCE POLICIES**

### **SECTION ONE: GENERAL POLICIES**

1. The following policies apply to Model United Nations or Model Government conferences held by YIRA, namely the Security Council Simulation at Yale (SCSY), Yale Model United Nations Conference (YMUN), Yale Model United Nations Conference China (YMUN China), Yale Model United Nations Conference Korea (YMUN Korea), and Yale Model Government Europe (YMGE).
2. The Secretary-General position of the following conferences: SCSY, YMUN, YMUN China, YMUN Korea, YMUN Taiwan and the President position of YMGE will hereafter be referred to as “Conference Director” for their respective conferences.
3. Multiple Secretariats:
  - a. No YIRA member shall serve on the Secretariat of more than two conferences that will take place in the same academic semester.
  - b. Exceptions can be made upon mutual agreement of both Secretaries-General and the approval of the Board of Directors.

### **SECTION TWO: STAFFING REQUIREMENTS**

1. Those who are considered to have successfully staffed SCSY, YMGE, YMUN, YMUN China or YMUN Korea must, to the satisfaction of the Conference Director: serve on the secretariat, serve on a committee dais team, serve as a crisis staffer, or serve as an admin staff.
2. Any Yale student may staff SCSY, YMGE, YMUN, YMUN China or YMUN Korea. In special circumstances and by the permission of the Conference Director, non-Yale students may be allowed to staff SCSY, YMGE, YMUN, YMUN China or YMUN Korea.

### **SECTION THREE: SECRETARY-GENERAL ACCOUNTABILITY**

1. The YIRA President and Vice President are responsible for ensuring that the Secretaries- General or Presidents of conferences run by YIRA are making reasonable progress towards conference preparation. Relevant metrics include: choosing conference dates (VII.4), signing hotel contracts (VII.5), selecting a Secretariat (VII.6), choosing committees (VII.7), reserving classrooms (VII.8), proposing a budget (VII.9), registering delegations (VII.10), and preserving institutional memory (VII.11).
2. The Secretaries-General or Presidents of SCSY, YMUN, YMGE, YMUN Korea, and/or YMUN China may be removed according to the procedure outlined in the YIRA Constitution.





## SECTION FOUR: CONFERENCE DATES

1. Security Council Simulation at Yale:
  - a. To ensure flexibility in selecting conference dates, the hotel contract with the Omni Hotel is signed two years in advance of the conference. Thus the previous Secretary-General will have already chosen conference dates for the current Secretary-General and the current Secretary-General is responsible for choosing dates for the next Secretary-General. The current Secretary-General will finalize conference dates for the next Secretary-General's conference before Spring Break of his or her term.
  - b. SCSY typically falls on a weekend in October and runs from Thursday through Sunday. The Secretary-General should select conference dates based on four criteria: First, there must be enough hotel rooms available at the Omni, Marriott, New Haven Hotel, and/or other lodgings within walking distance of committee rooms to accommodate the delegates. The Omni would preferably be available for Opening and Closing Ceremonies, although a similarly sized and outfitted space would suffice. Second, there must be enough classrooms available at Yale to accommodate committees, crisis rooms, and administration rooms. Third, the Secretary-General should coordinate with the Secretariats of NCSC, CMUNNY, UPMUNC, and other relevant conferences to avoid conference overlap and competition for attendees. Finally, the Secretary-General should consult the Yale academic calendar to avoid staffer conflicts including midterms, Parents' Weekend, Fall or Thanksgiving Break, Yom Kippur, and Halloween.
2. Yale Model United Nations:
  - a. The current Secretary-General will finalize conference dates within a month of being selected, in consultation with the previous Secretary-General and YIRA President. The conference typically falls on the third weekend of January, or at the end of the spring semester shopping period.
  - b. The Secretary-General should select conference dates based on three criteria: There must be enough hotel and conference rooms available at the Omni to accommodate a significant portion of YMUN delegations, host midnight crisis sessions, the delegate dance and movie night and the conference's Closing Ceremonies. The Secretary-General must sign a contract with the Omni before dates are considered finalized. There must be enough classrooms available at Yale to accommodate committees, crisis rooms, and administration rooms. Specific rooms may be difficult to guarantee far in advance of the conference due to second semester shopping period. The Secretary-General should attempt to coordinate with the Secretariats of ILMUNC and HMUN to avoid conference overlap and competition for attendees. The Secretary-General should also avoid the weekend of MUNTY's spring conference(s).







3. Yale Model United Nations China
  - a. The current Secretary-General will finalize conference dates within a month of being selected, in consultation with the previous Secretary-General, YIRA President and International Partner Organization. The conference typically falls on the third weekend of May.
4. Yale Model United Nations Korea
  - a. The current Secretary-General will finalize conference dates within a month of being selected, in consultation with the previous Secretary-General and YIRA President. The conference typically falls on the third weekend of May.
  - b. The Secretary-General should select conference dates based on the following criteria: There must be enough rooms of the appropriate sizes to rent in the conference venue, which has traditionally been the COEX Convention and Exhibition Center in Seoul, South Korea. There must be enough rooms available to accommodate committees, the administration room, an auditorium for Opening and Closing Ceremonies, and a large enough space to host social events, such as the Yale Informational session, Lounge Night or the Yale Ball. The Secretary General should attempt to coordinate with the Secretariats of other Korean MUN conferences to avoid conference overlap and competition for attendees. The Secretary-General must host the conference at least a week after the end of finals period of spring semester, if YMUN Korea is to be held after the end of the semester.
5. Yale Model Government Europe
  - a. Yale Model Government is held during Thanksgiving Break in a destination in Europe chosen by the president(s) of YMGE.
  - b. The YMGE Secretariat is composed of one or two Presidents, one or some Directors-General (at the discretion of the president(s)), and several Directors of areas such as Branding, Committees, Conference, External Relations, Finance, Recruitment and Technology; the president(s) must be chosen in the fall semester, the president(s) shall choose his/her/their secretariat at the start of the spring semester; ideally applications will not be due any later than the final day of YMUN.

## SECTION FIVE: CONTRACTS

1. All contracts drafted by the Secretary-General/Conference President shall be presented to the Board for approval by majority vote before being signed, for purposes of ensuring that YIRA assumes minimal liability (personal, legal, or financial) for any unforeseen events relating to said contracts.
2. Hotel Contracts:
  - a. Having selected potential conference dates, the Secretary-General of SCSY or YMUN must negotiate draft contracts with the Omni, New Haven Hotel, Marriott and/or other local hotels and present these contracts to the Board, which in turn





must approve the contracts before the Secretary-General can sign them and consider conference dates finalized.

- b. Having selected potential conference dates, the Secretaries General of YMUN China and YMUN Korea must negotiate draft contracts with venues in Shanghai and Seoul respectively and present these contracts to the Board, which in turn must approve the contracts before the Secretaries- General can sign them and consider conference dates finalized.
  - c. Immediately after being selected, the incoming YMGE president(s) should submit a “Request for Proposal” to all hotels that (s)he is/they are considering. Upon receiving a hotel’s “Proposal,” the president(s) should work with the hotel conference staff to clarify YMGE’s needs and negotiate down all prices. Once satisfied with the agreement worked out, the president should accept the proposal.
  - d. The finalized dates should be published to the YIRA membership immediately so that members can plan accordingly.
3. Other Contracts:
- a. The Secretary-General of SCSY must also negotiate draft contracts with venues for any other conference events such as Club Night and Lounge Night. At some point before, these contracts must be presented to the Board.
  - b. As long as YMGE has a bank account in the Eurozone, the YMGE President(s) is/are responsible for ensuring that YMGE is incorporated as a non-profit in Europe and complies with all financial and legal regulations associated with its nonprofit status and bank account.

## **SECTION SIX: SECRETARIAT SELECTION**

1. The Secretaries-General of SCSY, YMUN, YMUN China, and YMUN Korea shall select Secretariat to aid in conference preparation at a time determined by the Secretary General, but no later than six months before the first day of the conference. Selection will result from a competitive application process available to the YIRA membership based on competence, ideas for improving SCSY/YMUN, experience with the conference, commitment to the Secretariat, and service to YIRA. The Secretary-General must present his or her proposed Secretariat to the YIRA Board for approval.
2. The YMGE Secretariat is composed of one or two Presidents, Director-General(s) (at the discretion of the president(s)), and several Directors of various areas.
  - a. The president(s) must be chosen before the end of the fall semester.
  - b. The president(s) shall choose his/her/their secretariat at the start of the spring semester. Ideally, applications will not be due any later than the final day of YMUN.
  - c. The president(s) may decide if (s)he/they want Director-General(s).
  - d. Director positions could include Director of Branding, Committees, Conference. External Relations, Finance, Recruitment, and Technology.
3. The specific structure of the Secretariat is up to the discretion of the Secretary-General.





## **SECTION SEVEN: COMMITTEE SELECTION**

1. The Conference Director, with input from his or her Director General and Undersecretaries-General of Committees or equivalent positions, will select committee proposals and Dais Teams in a competitive application process based on competence, experience, knowledge of the topic(s), commitment to the conference, and service to YIRA.

## **SECTION EIGHT: CLASSROOM RESERVATION**

1. Once the conference dates are set, the Secretaries-General of SCSY and YMUN are responsible for reserving classrooms in a timely manner. The classroom request form requires concurrence by the Yale College Dean's Office, which ensures that the Yale administration is aware of the conference dates and can plan accordingly.

## **SECTION NINE: BUDGET APPROVAL**

1. The Conference Director is responsible for presenting a preliminary budget to be approved by the Board no later than six months before the first day of the conference. This budget will include (1) projected revenue based on the proposed conference fee schedule and previous attendance data and (2) projected expenditures based on prior years' budgets. This should all be done in consultation with the Treasurer.
2. The Secretary-General is also responsible for presenting a finalized budget to the Board within a timely manner following the conclusion of the conference and in consultation with the Treasurer. The recommended time frame of this is within one month of the conference's conclusion, by the time of the new Secretary-General's selection, such that the new Secretary-General will be able to access this information and plan accordingly.

## **SECTION TEN: DELEGATION REGISTRATION**

1. Registration pricing:
  - a. The Secretariats of all YIRA conferences will remain sovereign in their ability to determine the pricing scheme and refund policy for their respective conferences.
  - b. All YIRA conferences will present any proposed changes in these schemes and policies to the Board of Directors for suggestions and approval before publishing them.
  - c. All YIRA conferences will have a regressive graduated refund policy that will refuse full refunds any later than one week before the start of the conference. This will be approved along with the conference budget by the Board of Directors.
2. Security Council Simulation at Yale:
  - a. The Secretary-General and his or her Secretariat must make a reasonable effort to recruit enough delegates to generate enough revenue to cover conference costs.





Registration must open by the beginning of the end of spring semester prior to the conference.

3. Yale Model United Nations:
  - a. The Secretary-General and his or her Secretariat must make a reasonable effort to recruit enough delegates to generate enough revenue to cover conference costs. Registration must open by the middle of the summer, but preferably at the end of the spring semester after his or her appointment.
  - b. Regular conference rates apply to all single and multiple-delegation registrations, with two exceptions: those qualifying for financial aid and those registering under the YIRA Hemispheres program. Determinations of financial need will be made using a financial aid application, and will be made by the Secretary-General in consultation with the YIRA Board. Director of Hemispheres program will be expected to submit a list of delegates attending YMUN to the Secretary-General by the regular registration deadline; these delegates will not pay any fees to attend YMUN.
4. Yale Model United Nations China:
  - a. The Secretary General must make a reasonable effort to recruit enough delegates to generate enough revenue to cover conference costs. Registration must open by the beginning of the spring semester prior to the conference.
5. Yale Model United Nations Korea:
  - a. The Secretary General must make a reasonable effort to recruit enough delegates to generate enough revenue to cover conference costs. Registration must open by the beginning of the spring semester prior to the conference.
6. Yale Model Government Europe:
  - a. Early Registration will ideally open before the start of Yale's Spring Break. Since attending YMGE requires a significant investment from many schools, prospective schools will benefit from a registration process that opens as early as possible. The president(s) and Directors of Recruitment may decide when to close Early Registration and open Normal Registration; this should be a seamless transition.
  - b. Unless the president decides otherwise, schools should have the option of paying in US Dollars or Euros. At present, schools paying in US Dollars may pay via check, PayPal, or wire transfer to YIRA's account at Chase Bank. At present, schools paying via Euros may pay via wire transfer to Yale Model Government Europe CZ, o.s.'s Fiobanka account.
  - c. The Secretariat should only release topic guides to those schools that have fully paid the conference fees. At present, topic guides are located at [committees.ymge.org](http://committees.ymge.org), a Google Site not accessible from [ymge.org](http://ymge.org).

## SECTION ELEVEN: INSTITUTIONAL MEMORY





1. The Secretary-General is responsible for preserving the conference's institutional memory for future Secretaries-General. This includes maintaining documentation of all conference preparation and oversight, passing on conference documents including contracts and financial records, and advising the next Secretary-General as necessary.

## **SECTION TWELVE: UNWRITTEN EXPECTATIONS AND RESERVED POWERS**

1. This document describes the minimum, essential functions of the Secretary-General and is not meant to be a complete list of the Secretary-General's duties. All additional powers are reserved for the Secretary-General as stipulated in the YIRA Constitution.

## **SECTION THIRTEEN: SECRETARIAT DISMISSALS AND REPLACEMENTS**

1. Steps to Dismissal:
  - a. If a Secretary-General/Conference President feels a secretariat member is not fulfilling their duties as outlined in their secretariat member contract, and subsequently wishes to dismiss them from their position, the Secretary General must notify the Executive Board via email and may give said secretariat member a period of probation approved by the Executive Board.
  - b. If the Conference Director still feels dismissal necessary after the period of probation, they must notify the Executive Board and schedule a time to present their case for dismissal.
  - c. The secretariat member in question must be given a chance to present their case to board should they wish to remain in the position.
  - d. The decision on the dismissal of the secretariat member will be decided by a majority vote of the Executive Board.
  - e. If a Secretariat member or Chair resigns from a conference voluntarily, at the discretion of the Secretary-General, they may be required to refund any YIRA funds spent on them, such as the cost of airline tickets or hotel fees.
  - f. Failure to do so will result in loss of YIRA membership.
  - g. The above process will take into account the financial situation of the YIRA member involved.
2. Steps to Replacement:
  - a. If a secretariat member is dismissed or resigns from a position the Conference Director may choose one of three options:
    - i. Divide the work between existing secretariat members if the remaining work to be done for the position is deemed manageable.
    - ii. Open applications for the vacant position from the pool of committee directors.
    - iii. Open applications for the vacant position from previous applicants to the position.





- iv. Open applications for the vacant position to the YIRA community via the YIRA bulletin.

## **SECTION FOURTEEN: EQUIPMENT PURCHASES**

1. Members of any conference team may be asked by the Secretary-General to rent equipment for the purpose of the conference, such as electronic equipment from a Yale library. In such events, the team member who is responsible for renting equipment is personally responsible for returning the equipment in its working condition to its owners. YIRA will not be responsible for any fines that must be paid due to the equipment, including but not limited to fines associated with degradation, loss, or irreparable damage.

## **CHAPTER ELEVEN: THE BOARD OF STRATEGY AND OPERATIONS (BSO)**

### **SECTION ONE: STRUCTURE AND RECRUITMENT**

1. The Executive Director shall be responsible for the recruitment, selection, and management of the Global Perspective Symposia (GPS) Division of the Board of Strategy and Operations, which is the body that will assist him or her in executing the duties of the Executive Director; the Vice President shall be responsible for the recruitment, selection, and management of the Membership Division of the Board of Strategy and Operations.
2. At least one additional officer each for the GPS and Membership Divisions of BSO shall be named within a month of the General Election to assist the Executive Director and Vice President in their responsibilities, respectively.
3. The remaining vacancies shall be filled no later than the starting date of the Security Council Simulation at Yale.
4. BSO officers for the GPS and Membership divisions shall be selected on the basis of a formal, competitive application and interview process that is overseen by the Executive Director and Vice President, respectively.
5. The GPS and Membership Divisions of the BSO shall meet regularly and will be moderated by the Executive Director and Vice President Respectively, unless he or she decides to appoint a different BSO officer to moderate the meeting in his or her absence.

### **SECTION TWO: CO-SPONSORSHIPS**

1. The Executive Director shall serve as the liaison between YIRA and student organizations to put on speaking engagements and other collaborative efforts.
2. If another organization seeks to request money from YIRA in exchange for sponsorship, it is the responsibility of the Executive Director to ensure that he/she is operating within





his/her budget and to coordinate the delivery of checks between the YIRA Treasurer and third party.

3. The Executive Director shall ensure that when YIRA provides financial sponsorship to another organization appropriate resources will be invested into the event to ensure that it will be successful and preserve the reputation of the Association.

### **SECTION THREE: THE UNITED NATIONS CRISIS SIMULATION AT YALE**

1. The Executive Director shall submit a proposal to board for or against organizing an intramural Model United Nations conference during his/her term; this proposal shall be submitted before the start of the academic year and shall be decided by a majority vote of the board. If a proposal for organizing an intramural Model United Nations conference is approved, the Executive Director shall serve as the Secretary-General of an intramural Model United Nations conference.
2. If the intramural Model United Nations conference is proposed by the Executive Director and approved by a majority vote of board, the following procedures stand:
  - a. A complete budget that details the amounts of funding – as procured by the Treasurer – and expenses will be submitted to the YIRA Treasurer and put before the Board for a vote.
  - b. The Secretary-General of UNCSY will coordinate with other departments as necessary to ensure adequate staffing and attendance at UNCSY.
  - c. A dialogue between the SCSY and UNCSY Secretaries-General will take place during the planning process of UNCSY regarding potential SCSY committees to be used at UNCSY.
  - d. The UNCSY Secretary-General will engage in a dialogue with the MUNTY Head Delegate once UNCSY has been approved to discuss the relationship between MUNTY-UNCSY, chiefly which, if any, MUNTY members will be required or encouraged to attend UNCSY and to facilitate recruitment for MUNTY and ad hoc domestic Model UN trips, the latter for which attending UNCSY will be a mandatory pre-requisite.
  - e. The UNCSY Secretary-General is expected to promote and contribute to the recruitment efforts of the Yale International Relations Association during his or her entire tenure.
  - f. UNCSY will be held at a date proposed by the Executive Director and agreed upon by the board.

## **CHAPTER TWELVE: HEMISPHERES**

### **SECTION ONE: REQUIREMENTS OF MEMBERSHIP**

1. A recognized member of Hemispheres must do one or more of the following:
  - a. Be a regular teacher in weekly international studies classes.





- b. Be a mentor for the monthly mentor sessions.
2. Membership may be awarded to those who fulfill criteria at the discretion of the Director of Hemispheres.
3. Any Yale student may become a member of Hemispheres and thus a member of YIRA.
4. Members of Hemispheres, as members of YIRA, are subjected to the membership rules and guidelines held for all members in III of the YIRA Constitution.

## **SECTION TWO: GUIDELINES FOR OPERATION**

1. The Director shall be in charge of selecting two Assistant Directors: An Assistant Director of External & YIRA Relations and an Assistant Director of Program Coordination.
2. The Assistant Director of External & YIRA relations will liaise with the Yale Office of Public Affairs to market the program to New Haven public schools, coordinate with Dwight Hall in order to apply for funding and maintain membership privileges, and organize social events within Hemispheres and with other constituent programs.
3. The Assistant Director of Program Coordination will coordinate teaching and mentoring aspects of the program, including lesson preparation, organizing the teacher workshop, and giving individual feedback to all Hemispheres teachers.
4. Working for Hemispheres is a collaborative effort and above responsibilities should not be seen as exclusive. It is expected that all three Directors work together closely.
5. Hemispheres should coordinate with other YIRA departments to make the most of YIRA experience and potential. Possible and existing inter-departmental co-operations include:
  - a. YMUN – bring New Haven high school students to YMUN conference as New Haven Model UN team.
  - b. SCSY – Invite Hemispheres students to staff the conference in assistant capacities as pages.
  - c. MUNTY – invite MUNTY members to help train New Haven MUN team in parliamentary procedure, impromptu speaking, and position paper/resolution writing.
6. Hemispheres should also coordinate with other Yale student organizations such as ISO, ASA, and LASO to recruit teachers, find guest speakers, and plan events. In addition coordinate with such community service organizations as Dwight Hall, IRIS volunteers, and PSI program to find schools, students, or international communities that would like to work with YIRA Hemispheres.

## **CHAPTER THIRTEEN: MODEL UNITED NATIONS TEAM AT YALE**

### **SECTION ONE: REQUIREMENTS OF MEMBERSHIP**







1. In order to be considered an active member of the Model United Nations Team at Yale (MUNTY) and to be allowed to travel with and compete for the team, each MUNTY member must:
  - a. Fulfill all official requirements of a SCSY staffer.
  - b. Fulfill all official requirements of a YMUN staffer.
  - c. Compete at HNMUN, unless excused by the MUNTY Head Delegate.
  - d. Compete in at least one intercollegiate conference per year, such that:
    - i. A year consists of two consecutive semesters,
    - ii. A year coincides with the academic year if the MUNTY member was accepted during fall tryouts, and
    - iii. A year coincides with the calendar year if the MUNTY member was accepted during spring semester tryouts.
2. Demonstrate a level of engagement in team preparation and performance satisfactory to the MUNTY Head Delegate.
3. Attend Head Delegate deliberations, unless excused by the current MUNTY Head Delegate.

## **SECTION TWO: TRYOUTS**

1. The MUNTY Head Delegate is responsible for coordinating the organization of MUNTY tryouts in the fall and in the spring. The Head Delegate may appoint a MUNTY member in good standing to organize tryouts.
2. All Yale undergraduates are eligible to tryout regardless of previous participation in YIRA, provided all agree to meet the requirements of membership going forward, as outlined in V.1 of the YIRA Constitution.
3. Final authority on the list of members submitted to the YIRA Board rests with the MUNTY Head Delegate. The MUNTY Head Delegate should nonetheless ensure reasonable input is received from current team members in making an informed decision.
4. Decisions may be based on any criteria the MUNTY Head Delegate deems appropriate.
5. The YIRA Board should be notified of who tried out and who was selected as soon as is practical, but no later than the scheduled meeting following final deliberations.
6. The MUNTY Head Delegate will notify those who were not selected of their selection in a manner approved by the current Board.
7. The MUNTY Head Delegate may organize additional tryouts and accept new members to the team throughout the year at his or her discretion.

## **SECTION THREE: INTERNATIONAL TRIP**

1. MUNTY may submit a proposal to go to an international Model UN conference during Spring Break to be considered by the Board of Directors. The process for this proposal is as follows:





- a. If the MUNTY Head Delegate plans to propose an international MUN conference trip, he/she must include an accurate estimation of this cost in the MUNTY budget proposal at the beginning of the year. For specific guidelines on YIRA subsidization of this trip, see “Subsidization of Conferences” below.
2. During the annual YIRA budget meeting at the beginning of the academic year, the head delegate will officially propose this trip and its budget. At this point, YIRA Board must either give preliminary approval or reject the proposal (decided by majority vote).
3. If the initial approval has been given, Board will set a “secondary approval” date. This date should be after the official costs of the conference have been determined.
4. In order to obtain final approval, the Head Delegate must present a final official breakdown of costs at the secondary meeting. Final approval for the trip requires majority vote at this second proposal.
5. If a MUNTY member resigns from an international conference voluntarily, at the discretion of the MUNTY Head Delegate, they may be required to refund any YIRA funds spent on them, such as the cost of airline tickets or hotel fees. Failure to do so will result in loss of YIRA membership. This process will take into account the financial situation of the YIRA member involved.

#### **SECTION FOUR: SUBSIDIZATION OF CONFERENCES**

1. YIRA will fully subsidize the cost for MUNTY members in good standing to compete at three domestic Model UN conferences a year including conference fees, accommodations and travel expenses. If the Head Delegate wishes to expand the number of domestic conferences, he/she will approach the Board of Directors with the proposed plan, to be approved or denied by a majority vote.
2. The YIRA subsidization policies for the MUNTY international conference are as follows:
  - a. MUNTY will give a fixed contribution per delegate, as decided upon at the final approval Board meeting.
  - b. YIRA will cover the rest of the cost for members to attend the conference including conference fees, accommodations and travel expenses up to a certain limit, also determined at the final approval Board meeting. YIRA’s contribution must only go towards costs necessary to compete at the conference. It should not subsidize any additional travels the MUNTY delegates plan to undertake while abroad.

### **CHAPTER FOURTEEN: THE YALE REVIEW OF INTERNATIONAL STUDIES**

#### **SECTION ONE: REQUIREMENTS OF MEMBERSHIP**





1. In order to be considered an active member of the Yale Review of International Studies, each YRIS editor must fulfill his or her editorial or special duties, as delineated by the Editor-in- Chief and / or Executive Editor(s).
2. The EIC retains the ability to suspend or revoke membership from any member of YRIS:
  - a. If the delinquent member falls into the “senior management” category, i.e. Managing Editor, Executive Editor, or above, then the EIC and other relevant parties will consult the YIRA Board of Directors according to policies on dismissals and replacements in Chapter Nine, Section Thirteen.

## **SECTION TWO: GUIDELINES FOR OPERATION**

1. The organization structure of YRIS will be set at the discretion of the EIC:
  - a. The Editor-in-Chief shall work in conjunction with the Executive Editor(s) and Managing Editor(s) to recruit and admit additional students to the editorial board each fall.
  - b. This board will consist of editors and other special positions, including but not limited to: web development, outreach and external relations, and design, which may overlap as is seen fit.
2. The editorial board is responsible for all tasks required to conduct the annual Acheson Prize for Outstanding Essays in International Studies.
3. YRIS members shall never be required to dress under Western Business Attire (WBA) standards for YRIS-specific operations and events.
4. The editorial board is responsible for all tasks required to produce the Intercollegiate Issue, consisting of content drawn from other universities nationally or internationally.
5. The YRIS website will be maintained and upgraded to disseminate and promote discussion of YRIS content on the Internet.
6. YRIS will work collaboratively with other YIRA programs to promote YIRA’s mission, and especially encourage publication by YIRA members.

## **CHAPTER FIFTEEN: AMENDMENTS**

### **SECTION ONE: PROCESS OF AMENDMENT**

1. By a majority vote of the Board of Directors, meeting in open session with requisite quorum, any of these Policies may be altered, removed, or added to. Renumbering after alteration will be assumed for any policy proposals.
2. Amendments to these Policies should indicate relevant codes herein, if applicable, as well as the correct numbering of any insertions or modifications.
3. Any Board member or YIRA member may present additions or amendments at any open meeting of the Board of Directors. Such additions or changes must be submitted to the President three days before said meeting for inclusion in the meeting agenda and materials.





## **SECTION TWO: UPDATING THE POLICY DOCUMENT**

1. The President will be responsible for incorporating changes, maintaining an archive of former versions and failed amendments/additions, and the general maintenance of these Policies.
2. The President will ensure that the updated Policy document is distributed to the Board of Directors and made available to the general membership.

