

THE CONSTITUTION OF MODEL UNITED NATIONS AT THE UNIVERSITY OF CALIFORNIA SAN DIEGO

Article I. Name

The name of this organization shall be Model United Nations at the University of California San Diego, hereinafter referred to as “Model UN at UC San Diego.”

Article II. Statement of Purpose

This student organization is a not-for-profit and its purpose shall be to:

- a. Instruct members on the principles and working of the United Nations, its organs, and agencies,
- b. Study issues of international significance and in particular those before the United Nations,
- c. Study a selected particular country of the United Nations in-depth,
- d. Participate in simulations of the United Nations as representatives of assigned countries to debate issues on the agendas of the college Model United Nations conferences predetermined by the Executive Board at the beginning of each school year,
- e. Instill in each member a sense of responsibility of maintaining international peace and well-being through international cooperation,
- f. Coordinate a high school conference and — if resources allow — a college conference in order to expose participants to key international issues, develop participant’s public speaking skills and help participants understand different perspectives.

Article III. Nonprofit Statement

Model UN at UC San Diego is a non-profit student organization.

Article IV. Structure

Section 1: Components

Model UN at UC San Diego shall comprise four main organs: The Executive Board, Travel Team, High School Conference Team, and College Home Conference Team.

Section 2: Executive Board

The Executive Board shall be responsible for the day-to-day operations of Model UN at UC San Diego, logistics of large events, as well as creating the vision of Model UN at UC San Diego. The Executive Board shall consist of all the elected officers of Model UN at UC San Diego and should also consist of all positions with the rank of Secretary-General, Director-General, Under-Secretary-General, Director, and any individuals approved by a three-fourths majority of the Executive Board as voting members. The Executive Board may include those with the rank

Deputy-Under-Secretary-General, Assistant Director, and any individuals approved by a two-thirds majority of the Executive Board as non-voting, observer members.

Section 3: Collegiate Travel Team

The Travel Team shall represent Model UN at UC San Diego conferences around California, across the country, and around the world — if resources permit. Membership on the Travel Teams is by a try-out process and election must be made from members of the General Body. A prerequisite for receiving Model UN at UC San Diego subsidized funding for travel is staffing at least two Home Conferences, unless there are extenuating circumstances.

Section 4: High School Home Conference Team

The High School Home Conference Team, hereinafter referred to as the Upper Secretariat, shall coordinate the logistics of a high school conference. They are responsible for reaching out to high schools with Model UN programs, recruiting chairs, booking rooms, planning logistics, careful financing, and the planning of a staff social.

Section 5: College Home Conference Team

The College Home Conference Team, hereinafter referred to as the Senior Secretariat, shall coordinate the logistics of a college conference. They are responsible for reaching out to colleges with Model UN programs, recruiting chairs, booking rooms, planning logistics, careful financing, and the planning of a staff social.

Article V. Requirements for Membership

Section 1: Eligibility

All regularly enrolled undergraduate students are eligible to become members of Model UN at UC San Diego. There are no fees required for membership. The membership of this organization shall be designated as the General Assembly.

Section 2: Active Members

An “Active Member” is defined as an individual who is a member of Model UN at UC San Diego and does one or more of the following:

- a. Attends Model UN Debates
- b. Compete at College Conferences
- c. Volunteer at Home Conferences

Attendance to all the above will be collected to determine the status of members. Only members whose names are on the official list will be considered Active Members and can participate in events that are open to only Active Members.

Section 3: GPA & Revocation of Membership

The General Assembly shall have the right to revoke the membership of any member failing to uphold a 2.0 GPA. The General Assembly also shall have the right to revoke the membership of any member for failing to uphold the ideals of this organization and the Associated Students of this university.

Section 4: Reinstatement of Membership

Any member expelled from this organization on the basis of Grade Point Average (GPA) may request an appeal to be reinstated as a member at the end of the academic quarter following the one in which their membership was revoked by filing an appeal with the Executive Board. The General Assembly shall appoint a committee to review their appeal within 2 weeks of the filing of the appeal and then determine if their membership shall be reinstated within 2 weeks of the review.

Article VI. Frequency of Organization Meetings

Model UN at UC San Diego meets at least once a week in the Asante Classrooms, with an additional meeting once a week for Travel Team training and Conference Staff training when the Executive Board deems necessary.

Article VII. Officers

Section 1: The Executive Board

The Elected Officers of the Executive Board must be elected by the General Assembly, as prescribed by the Election Procedure, and include the Positions of President, Vice President of External Relations, Vice President of Internal Relations, Vice President of Finance, Secretary-General of TritonMUN, and two Directors of Travel. The Executive Board shall also consist of all positions with the rank Secretary-General, Director-General, or any individuals approved by three-fourths majority of the Executive Board as voting members. No other member shall be considered an Officer of Model UN at UC San Diego and thus be considered to be eligible to be a Principal Member of the organization with the Center for Student Involvement.

Section 2: Senior Executive

The Senior Executive is composed of the four highest ranking positions on the Executive Board: President, Vice President of External Relations, Vice President of Internal Relations, and Vice President of Finance. The Senior Executive is responsible for managing all aspects of the club. At least one member of the Senior Executive must be familiar with and have participated on the Home Conference Team. At least one member of the Senior Executive must be familiar with and have participated on the Travel Team. The Senior Executive members shall attend planning meetings for all aspects of the organization as often as possible.

Section 3: Eligibility

Only registered UCSD students may hold office in the organization. Any regularly enrolled undergraduate member of the General Assembly is eligible to run for a position on the Executive Board. Any organization member seeking office must have held the minimum GPA for the duration of their membership in the organization. Candidates running for office should be knowledgeable in all aspects of the organization and in particular the duties pertaining to their intended office.

Section 4: Term Periods

The term of each officer shall serve one year from the date of election until the next election except in the case of removal from office or resignation from office, in which the new officer shall finish the intended term.

Article VIII. Duties of Executive Board Members

Section 1: Shared Duties

All voting members of the Executive Board shall attend each weekly Executive Board meeting

- a. If they are unable to attend, inform the President of the absence ahead of the meeting date and time

All members shall:

- a. Submit weekly reports managed by the President to ensure their duties and that schedules are being followed.
- b. Serve as staff members for all Home Conferences.

All members, except the President, Vice Presidents and Secretary-General of any fall Conferences, shall serve as mentors in the mentorship program

Section 2: President

The President shall:

- a. be the Chief Executive Officer and Secretary of Model UN at UC San Diego.
- b. serve as an official representative of Model UN at UC San Diego and responsible for communication with administration, community members, and potential funding sources
- c. be responsible for creating an accessible agenda for Executive Board meetings and send them out no more than 24 hours before the meeting occurs. This must take place after a period of collection from each Executive Board Member to allow them to report on their completion of duties for the working week.
- d. be responsible for overall supervision of Model UN at UC San Diego.
- e. be knowledgeable of all organs of Model UN at UC San Diego and remain updated on the operations of all organs.
- f. be responsible for defining duties and the schedule for Executive Board members.
- g. fill all vacancies on the Executive Board if a replacement cannot be found.

- h. have the right to motion for a vote of no confidence for any member of the Executive Board.
- i. be involved in the interviewing process of the graduate advisor, if one is to be appointed.
- j. be responsible for the Chairing of Executive Board Meetings
- k. be the primary title holder of off-campus accounts and in the role of Secretary will observe all account purchases made by other members of the Executive Board, as they are not able to be a cardholder able to make purchases.
- l. be responsible for updating and maintaining the organization's websites:
modelun.ucsd.edu and ucsgmun.org
- m. be responsible for regularly checking the email account modelun@ucsd.edu and direct any inquiries to the relevant Executive Board member
 - i. The use of a single organization Google Account shall also be maintained by the President, which will allow a single email address, Drive, Calendar for Executive Board use.
- n. be responsible for maintaining ACS email listservs for Model UN at UC San Diego
 - i. Any other mail service used to allow communication between Executive Board and the General Assembly shall be maintained by the President, with powers to maintain and send emails delegated at their discretion

The role of President shall be filled by only one individual who has previously served on the Executive Board.

Section 3: Vice President of External Relations

The Vice President of External Relations shall:

- a. be responsible for the duties of President in the absence of the President in the absence of the President
- b. be responsible for any special assignments given by the President.
- c. be knowledgeable of all organs of Model UN at UC San Diego and remain updated on the operations of all organs
- d. be responsible for all matters of advertising and promotion related to this organization, including, but not limited to designing and posting flyers and tabling
- e. be responsible for the expansion of membership and the member inclusion in the organization, specifically through the implementation of programs, activities and events to engage, promote and recruit members, including the organization of multiple information sessions and quarterly club socials
- f. be responsible for liaising with and answering inquiries of potential members, and others
- g. be responsible for signing Model UN at UC San Diego up at any tabling, student organization, or admission day events in I-House, ERC, or elsewhere on-campus
- h. be charged with overseeing the mentorship program between active members of Model UN at UC San Diego from previous years and incoming prospective members:

The role of Vice President of External Relations shall be filled by only one individual who has previously served on the Executive Board.

Section 4: Vice President of Internal Relations

The Vice President of Internal Relations shall:

- a. be responsible for the duties of the President in the Absence of the President and the Vice President of In Relations
- b. be responsible for any special assignments given by the President
- c. be knowledgeable of all organs of Model UN at UC San Diego and remain updated on the operations of all organs
- d. have the right to motion for a vote of no confidence for any member of the Executive Board, except the President
- e. fill vacancies on the Executive Board if a replacements cannot be found, or in case of a vacancy of the President shall fill the role and at their discretion hold a special election for a new President or a new Vice President within two weeks
- f. maintain contact with International House, I-House Organizations, and other student organizations on- and off-campus that relate to the mission of Model UN at UC San Diego
 - i. The Vice President of Internal Relations is responsible for acting as a Point of Contact to the UNA-USA San Diego Chapter
 1. To plan jointly hosted events
 2. To find speakers for UCSD-hosted conferences
 3. To educate the General Assembly about UNA's available internships

The role of Vice President of Internal Relations shall be filled by only one individual who has previously served on the Executive Board.

Section 5: Vice President of Finance

The Vice President of Finance shall:

- a. be responsible for the duties of President in the absence of the President in the absence of the President and the Vice Presidents of Internal Relations and External Relations
- b. be responsible for any special assignments given by the President.
- c. be knowledgeable of all organs of Model UN at UC San Diego and remain updated on the operations of all organs
- d. be responsible for ensuring that the Executive Board Duties schedule as outlined by the President, is adhered to
- e. have the right to motion for a vote of no confidence for any member or the Executive Board, except for the President and other Vice President Positions
- f. assist fill vacancies on the Executive Board if a replacement cannot be found

- g. be responsible for Finance of Model UN at UC San Diego including keeping in contact with the International House financial officer, updating the Model UN budget, and creating funding proposals
- h. be responsible for submitting any financing and reimbursement requests to the President, SLBO, CBO, etc. for approval
- i. be charged with ordering and delivering bagels to the morning staff meetings of all Home Conferences

The role of Vice President of Finance shall be filled by only one individual who has previously served on the Executive Board.

Section 6: TritonMUN Secretary General

The Secretary-General of TritonMUN shall:

- a. be responsible for overseeing the operations of the Upper Secretariat
- b. retain the responsibilities of school registration, administrative matters, guiding Under-Secretaries-General through the facilitation of duties, and providing support for the Deputy-Under-Secretaries-General of the respective conferences
- c. be responsible for regular meetings with the Upper Secretariat, which shall meet once a week, outside of Executive Board meetings for the 3 months leading up to the conference, twice a week for the 3 school weeks leading up to the conference, and three times the week of the conference (including meeting before the final All-Staff Meeting and meeting on Friday night), in addition to meeting at least two times to plan and transition for the following conference. The Secretary-General shall send regular communication with the Upper Secretariat to which all should respond to when asked to promptly
- d. be responsible for the creation and distribution of a staff application no more than two weeks following the previous TritonMUN, or within one week of their election, to all current General Assembly members and conduct interviews with potential staffers that haven't served in their staff. After this period staff selections should be sent out to all those applied
- e. work with the Upper Secretariat to draft and then approve of an official conference calendar with training dates, staff meetings, and the conference
- f. be responsible for the upkeep of tritonmun.org at regular intervals and provide email updates to registered schools when Background Guides, Specialized Rules of Procedures, Advisor Packets, or any other information is added
- g. shall be responsible for the booking of all conference venues, including spaces at University Centers, Lecture Halls, Department Meeting Rooms, or Off-Campus Spaces. If University Centers spaces are used, the Secretary-General as the sole Principal Member of the Upper Secretariat shall be charged with filling out the Triton Activities

Planner and ensuring a sufficient on campus account budget for rooms and audio/visual services

- h. Assign all registered schools to their countries and crisis positions, which the USG External will send out to each school's Advisor and Head Delegate. The Secretary-General will be solely in charge of the maintenance of the Country Matrix after the USGs for/of Committees and Crisis Staff submit all available assignments
- i. create and maintain all conference invoices sent to schools by the USG External. New invoices shall be made following any payment
- j. order all conference supplies, including, but not limited to, awards, folders, flyers, packets, notepads, placards, credentials, crisis props, and flags
- k. with the assistance of the USG External, send emails a week before the conference and the day before the conference, in the cases of two day conferences, the Secretary-General shall also send an email following up on all feedback and final updates for the second day at the end of the first day. After conference, the Secretary-General shall email the advisors a final email with position paper scores, a feedback form, and a date for the following conference within two weeks of the conference
- l. open the conference, serve as the direct point of contact for the venue, oversee the Upper Secretariat conference day(s), host advisor and head delegate feedback session(s), distribute all delegation awards, and close the conference
- m. be responsible for defining a duties schedule for the Secretary-General of the College Conference(s) with advice and consent of the Executive Board.
- n. be responsible for filling out the position of Secretary-General of the College Conference(s) in case of a vacancy
- o. have the right to counter a veto by the President on any matters that concern any Home Conference affairs
- p. be able to appoint additional positions necessary for conference preparations with the permission of the majority of the Executive Board
- q. have the right to motion for a vote of no confidence for any member of the Executive Board, except for the President
- r. be responsible for submitting a line item budget request to the Model UN Senior Executive Board for approval
- s. be responsible for informing their successor of the timeline and duties associated with hosting the conference(s) in a detailed and organized format, before the end of the school year

The role of Secretary-General of Triton shall be filled by up-to two individuals, who must have served in the Upper Secretariat.

Section 8: Directors of Travel (Head Delegates)

The Directors of Travel shall:

- a. be responsible for planning the logistics of travel conferences, including, but not limited to registering the travel team, collecting payments, booking hotels, booking plane tickets, working with funding sources, the CBO, and more
- b. attend all collegiate travel conferences and will receive the same amount of subsidy as competing delegates for all travel team conferences
- c. be eligible to gain full subsidy (valued up to \$250) for one conference of their choice under the condition that they are representing Model UN at UC San Diego as a competition member at the chosen conference:
 - i. They may request an additional subsidy from the Executive Board,
 - ii. Their attendance, number of conferences, and work ethic will be considered, especially for those usually unable to travel due to the cost of traveling.
- d. adhere to all the payment and registration deadlines set by both Model UN at UC San Diego and by the conferences that the travel team chooses to attend. Any financial penalties incurred due to the failure to meet the above mentioned deadlines shall be deducted from the travel subsidy of the responsible Directors of Travel.
- e. be responsible for preparing a detailed travel itinerary for each travel conference
- f. keep in close contact with the Director of Training, Graduate Adviser, and the International House Finance Officer/College Business Office Fund Manager
- g. fill and take on all the responsibilities of the position of Director of Training if a vacancy persists
- h. be considered an elected position.

The role of Directors of Travel shall be filled by two individuals.

Section 8: Secretary-General of College Conference

The Secretary -General of College Conference shall:

- a. be responsible for overseeing the operations of a Collegiate Conference hosted by Model UN at UC San Diego
- b. be appointed by the TritonMUN Secretary-General and shall respond to the duties in the schedule defined by the Secretary-General
- c. make all College Conference activities information available to the TritonMUN Secretary-General
- d. be responsible for being the official representative of Model UN at UC San Diego at all college conferences hosted by Model UN at UC San Diego
- e. Be responsible for submitting a line item budget request to the Model UN Senior Executive Board for approval
- f. be responsible for informing their successor of the timeline and duties associated with hosting the conference(s) in a detailed and organized format, before the end of the school year

The role of Secretary-General of the College Conference shall be filled by only one individual and appointed to their position by the Secretary-General of the College Conference.

Section 9: Director of Training

The Director of Training shall:

- a. be appointed by the Vice President of Internal Relations, with the consent of the Directors of Travel of Model UN at UC San Diego
- b. be responsible for preparing the Model UN at UC San Diego Travel Team for Travel Conferences
- c. assist with the training of Chairs for any and all Home Conferences, under the direction of the Director-General and the Secretary-General
- d. shall be responsible for training Travel Team members in all procedure, strategy, research, and current events.
- e. shall be responsible for running Model UN Debates either for the purpose of training or topic discussion
- f. be responsible for determining positions for the Travel Team members, with the approval of the Directors of Travel
- g. shall be eligible to gain a partial subsidy (valued up to \$100) for one conference
- h. of their choice under the condition that they are representing Model UN at UC San Diego as a competition member at the chosen conference and that they have or plan to attend most travel conferences.

The role of Director of Training shall be filled by only one individual and appointed to their position by the Vice President of Internal Relations.

Section 10: Director-General TritonMUN

The Secretary-General of TritonMUN shall appoint a Director-General to serve in the following capacities:

- a. The Secretary-General or the Director-General shall send emails every other week to staff to encourage transparency and retention. As the training for conference begins, they should be charged with sending out weekly emails to meet the increased need for staff involvement,
- b. The Secretary-General or the Director-General shall hold regular office hours the two weeks leading up to the conference open to all members of the conference staff,
- c. The Secretary-General and the Director-General shall craft all TritonMUN Staff Trainings pertaining to all staff and Dais Trainings pertaining to all dais members,
- d. The Director-General shall maintain the minutes of all Upper Secretariat meetings,
- e. The Director-General shall oversee all conference staff not serving on the Upper Secretariat conference day(s),

- f. The Director-General shall organize all staff social activities before, during, or after the conference.

The role of Director-General of TritonMUN shall be filled by only one individual and appointed to their position by the Secretary-General of TritonMUN.

Section 11: Under-Secretaries-General of TritonMUN

The Secretary-General may appoint the following Under-Secretaries-General:

- a. USG for External Relations (USG External) shall:
 - i. be responsible for maintaining the TritonMUN email and Drive, responding to advisor/delegate inquiries, and communicating conference details with registered schools:
 1. The USG for External Relations shall send regular MailChimp emails to the entire school database, which should be maintained regularly. The following emails must be sent, but more should be sent following the direction of the Secretary-General:
 - a. Registration Open
 - b. Early Registration Closing Soon
 - c. Regular Registration Open
 - d. Background Guides and ROPs Posted
 - e. Regular Registration Closing Soon
 - f. Late Registration Open
 - i. To be promotional email if not enough delegates have registered
 - ii. To be a warning email if too many delegates have registered
 - ii. work to email and recruit additional high schools across California, Oregon, Washington, Arizona, and Baja California,
 - iii. be charged with sending registered schools the following emails:
 1. Registration Confirmation Email:
 - a. To all schools, and including the Logistics Packet, Conference Waiver, and Invoice from the Secretary-General
 - b. Sent within 3 working days of registration (excludes days of assigned Finals and holidays/weekends)
 2. Country Assignments Email:
 - a. To approved schools, Country Assignments from the Secretary-General
 - b. Only schools with special circumstances approved by the Secretary-General shall receive these emails
 3. Country Assignments and Update/Final Invoice:

- a. To all schools, Country Assignments from the Secretary-General
- b. Sent within 1 working day of payment confirmation
- 4. Final Logistics Packet Email:
 - a. To all schools, the final logistics packet and update on all conference activities
- iv. maintain all social media accounts with regular updates,
- v. appoint a DUSG of Communications and a DUSG of Social Media to assist with conference planning in the week leading up to the conference,
- vi. conduct committee feedback sessions, with the assistance of the Secretary-General and the Director-General

The USG for Logistics shall:

- a. Oversee all operational and administrative procedures for TritonMUN to ensure the efficient operation of the logistics room, committees, and the check-in space:
 - i. At the direction of the Secretary-General, shall prepare all printed materials, including, but not limited to, placards, credentials, and packets, and during the conference all reprints and awards,
 - ii. At the direction of the Secretary-General, the USG for Logistics shall edit as needed the Advisor Logistics Packet,
 - iii. The USG for Logistics may appoint a Deputy-USG of Logistics Staff to head Logistics Staff operations in their absence,
 - iv. Either the USG or DUSG Logistics shall be responsible for checking in all schools at the check-in table.

The USG for Committees shall:

- a. shall be responsible for overseeing the work of all Chairs under their assigned control and assist in the creation, and lead in the editing and formatting of Background Guides, creation of online committee folders and grading sheets/rubrics, distribution of position papers, and in the case of Specialized Committees, the creation of Special Rules of Procedure:
 - i. The Secretary-General will be solely in charge of the maintenance of the Country Matrix after the USGs for/of Committees and Crisis Staff submit all available assignments,
 - ii. The USG for Committee may lead Dais trainings in absence of the Secretary-General or the Director-General,
 - iii. The USG for Committees may appoint Deputies of certain committees to assist with all tasks,
 - iv. The USG for Committees may also serve as a member of a Dais. All Deputies should be Head Chairs of at least one of their respective committees.

The USG for Crisis Staff shall:

- a. shall be responsible for planning and executing appropriate actions to facilitate the operation of crisis simulations at high school conferences:
 - i. The Secretary-General will be solely in charge of the maintenance of the Country Matrix after the USGs for/of Committees and Crisis Staff submit all available assignments,
 - ii. The USG of Crisis Staff shall create detailed portfolio powers for all crisis delegates and detailed maps (either electronically to be projected or printed for each delegate),
 - iii. The USG of Crisis Staff shall coordinate with the Director of Training in order to execute crisis simulations during training meetings and help to educate Travel Team members on crisis committees:
 1. During the three weeks leading up to the conference, the USG of Crisis Staff shall lead separate trainings for Crisis Staffers,
 2. One of these trainings should be a full practice simulation in which Crisis Staffers will practice responses and others will act as delegates practicing Rules of Procedure,
 - iv. The USG of Crisis may appoint Deputies each assigned to a committee that is a crisis committee to assist with all tasks. All Deputies should be interviewed by the Secretary-General and the USG of Crisis Staff,
 - v. The USG and DUSGs shall be responsible for liaising with Crisis Head/Vice Chairs and giving in-committee updates to delegates,
 - vi. All Crisis Staff shall begin the day of conference preparations immediately following the morning staff meeting, working through the Opening Ceremony, to ensure early response times are kept as low as possible.
 - vii. The USG of Crisis Staff shall also serve as the USG of Crisis Staff for the College Conference in the event the conference hosts Crisis Committee(s).

Section 12: Director-General of College Conference

The Secretary-General of College Conference shall appoint a Director-General to serve in the following capacities:

- a. The Secretary-General or the Director-General shall send emails every other week to staff to encourage transparency and retention. As the training for conference begins, they should be charged with sending out weekly emails to meet the increased need for staff involvement,
- b. The Secretary-General or the Director-General shall hold regular office hours the two weeks leading up to the conference open to all members of the conference staff,
- c. The Secretary-General and the Director-General shall craft all TritonMUN Staff Trainings pertaining to all staff and Dais Trainings pertaining to all dais members,
- d. The Director-General shall maintain the minutes of all Upper Secretariat meetings,

- e. The Director-General shall oversee all conference staff not serving on the Upper Secretariat conference day(s),
- f. The Director-General shall organize all staff social activities before or after the conference. During conference socials shall be organized by a USG assigned to that role

The Secretary-General may appoint up to 3 Under-Secretaries-General specific to the collegiate conference. After submitting an official duties schedule for each position, the Triad, Upper Secretariat, or Executive Board can approve by a majority vote the inclusion of each position. The Secretary-General may then appoint each USG.

- a. USGs may not have overlapping titles with the Upper Secretariat unless the same individual will be filling the role in both TritonMUN and the College Conference.

Article IX. Presidential Veto

Section 1: Veto

The President has the right to veto any proposition presented to the Executive Board.

Section 2: Override

The Executive Board may override a presidential veto with a 2/3 majority.

Section 3: Quorum

Quorum for overriding must require 3/4 of active Executive Board members present at the next scheduled Executive Board meeting.

Section 4: Informing Executive Board

All members must be informed of any impending motions to override a veto by a Vice President of the organization.

Article X. General Elections

Section 1: Occurrence

General Elections of Officers shall be held once every year, near the end of the year. No later than week 7 of Spring Quarter.

Section 2: Presentation of Positions

The Presentation of all positions open for election must be presented to the General Assembly within the first two weeks of Spring Quarter.

- a. Elected Positions are:
 - i. President
 - ii. Vice President of Internal Relations
 - iii. Vice President of External Relations

- iv. Vice President of Finance
- v. Secretary-General of TritonMUN
- vi. Director of Travel
- vii. Director of Travel

Section 3: Election Date

The General Election date shall be selected by the Executive Board by the second week of Spring Quarter and should give ample time for new members to transition into their positions for the following year.

Section 4: Special Restrictions

- a. Only members who have held an Executive Board position for one full term period will be eligible to run for the position of President or Vice President. Members who have served for a full term as at least a Deputy-Under-Secretary-General shall be eligible for the position of Secretary-General only if they have been present at the majority of Executive Board meetings.
- b. Members seeking election for any Executive Board positions must be a registered UCSD student during the entire duration of their term. Members seeking elections must also be physically present at UCSD for the entire duration of their term. If members who will not be physically present at UCSD for the entire duration of the term, they may run with another person on a Co- for an Executive Board position.

Section 5: Terms

Terms for all members of the Executive Board are for the duration of one year, beginning at the annual End-of-Year Banquet and ending at the following year's End-of-Year Banquet. Executive members are allowed to serve in their elected positions as long as they are an enrolled undergraduate student at UCSD. All returning Executive members must be re-elected every year.

Section 6: Voting

Only registered UCSD students may vote in elections for the selection of the organization's officers. All Active Members shall be eligible to vote in the General Election. Active Members are as defined in Article IV. Section 2. The General Elections shall be moderated by the Graduate Adviser. The Graduate Adviser shall not be vocal about any of the candidates during slating procedures and can only vote in the event of a tie. If the Graduate Adviser is not present during elections, the Executive Board must select a neutral agent to moderate elections with majority approval. This neutral agent may not vocally support one candidate over another if there are competing members, but they may voice general concerns and questions during slating.

Article XI. Election Procedures

Section 1: Candidate Presentation

Candidates for each candidate position will be given an opportunity to give a 3 minute presentation to the General Assembly. Candidate Presentations will be given in groups, with each group pertaining to each Executive Board position. No motions for extending presentation times are allowed.

Section 2: Questions and Answer Session

A 5 minute Questions and Answer Session will follow the Candidate Presentations for each candidate group. All General Assembly members will be allowed to ask questions. This is repeated for Executive Board position groups. Motions for the extension of the Questions and Answer Session can be entertained at the discretion of the moderator. Motions for the extension of the Question and Answer Session pass with a 50% majority vote from the General Assembly.

Section 3: Slating

A 5 minute slating period will occur after each Question and Answer session. During Slating, candidates for the position in question will be sent out of the election room. Members of the General Assembly will be allowed to make comments to the election candidates. Comments are limited to 30 seconds each. Motions for extensions may be entertained, must be seconded for consideration by the moderator, and approved by simple majority.

Section 4: Voting

The voting procedure for elected positions will maintain the following order:

- a. President
- b. Vice President of External
- c. Vice President of Finance
- d. Vice President of Internal Relations
- e. Secretary-General of TritonMUN
- f. Director of Travel
- g. Director of Travel

Section 5: Balloting

- a. Ballots will be handed out to all Active Members of Model UN at UC San Diego at the beginning of the election period.
- b. Ballots are anonymous and will be collected by the Elections Moderator.
- c. The ballot for the Presidential candidacy will be separate from the ballot for the rest of the elected positions. It will be collected directly following the candidate presentations, the question and answer session, and the slating period for candidates running for

President. The ballot results will be counted and announced after Presidential ballot submissions.

- d. The ballot for all elected positions, excluding that of the President, will be submitted following candidate presentations, question and answer sessions, and slating periods. This separate ballot will include the positions of Vice President, TritonMUN Secretary-General, and Directors of Travel. The ballot results will be counted and announced after all cumulative ballot submissions.
- e. Absentee ballots will be accepted at the discretion of the moderator, but such ballots will require identifying information to ensure a proper vote count.

Section 6: Counting and Announcement

The counting and announcements will be done at the same meeting by the Elections Moderator.

Section 7: Request for Open Count

Any member of the General Assembly can request for an Open Count. Only one request for Open Count is needed. There is no need to vote on this motion. In the event of an Open Count, each individual ballot will be read aloud and tallied.

Article XII. Removal from Office

Section 1: Vote of No Confidence

Only the President, Vice President, Chief of Staff and TritonMUN Secretary-General are allowed to motion for a Vote of No Confidence. In order for an Executive Board Member to be removed from office, there must be a 3/4 majority vote from the Executive Board. The President can veto motions for Votes of No Confidence. The President cannot be removed from office by a Vote of No Confidence and must instead be impeached.

Section 2: Impeachment of the President

Nomination for the Impeachment of the President can be made by any member of the Executive Board. Motions for impeachment will be voted on by the Executive Board. If the motion passes by simple majority, the motion for impeachment will be presented to the General Assembly. Impeachment will be official if the motion passes through the General Assembly with a simple majority.

Article XIII. Vacancies

All members of the Executive Board shall attempt to fill any vacancies on the Executive Board through recruitment. Should recruitment be unsuccessful, members of the Senior Executive Board will be responsible for filling the vacancies and absorbing the responsibilities of any vacant positions.

Article XIV. Graduate Advisor

Section 1: Appointment and Compensation

The International House Director shall be responsible for the appointment and negotiation of a compensation package for the Graduate Adviser.

Section 2: Duties

The Graduate Advisor shall:

- a. be responsible for overseeing the operations of the organization and working closely with the President.
- b. be responsible for mediating any disputes between Executive Board Members and/or General Assembly Members.
- c. attend all Executive Board meetings and Home Conference meetings.
- d. work closely with the Travel Directors and the Secretaries-General.
- e. serve as a liaison between the club and the International House administration as well as the Political Science Department.
- f. offer their expertise when requested by Executive Board members.
- g. attend all Travel Conferences and ensure that all travel members arrive at and return from all trips on schedule.
- h. provide strategic advice at competitions when necessary.
- i. be the designated driver to local conferences when needed.
- j. provide guidance for unforeseeable events and emergencies at travel conferences. Unforeseeable events and emergencies include but are not limited to flight delays, missing persons, stolen documents, health emergencies etc.

Section 3: Elections

The Graduate Adviser shall serve as the Elections Moderator during Elections.

Article XV. Operations

Section 1: Executive Board

Executive Board Meetings shall occur at the beginning of each week. All Executive Board members must attend Executive Board Meeting. Executive Board Meeting shall serve as professional discourse on what next steps should be done.

Section 2: General Body Meetings

General Body Meetings (GBMs) must be hosted at least once a week, with the exception of conflicts with Home and Travel Conferences, as well as finals. The Director of Training shall chair these meetings unless delegated to another member of the organization, if the member is not a longstanding member they must be approved by the Executive Board. General Body

meetings should be focused on providing a space for the discussion of international issues as well as training the Travel team and Conference staff for their positions. Thus the training Schedule should reflect:

- a. Fall Quarter: Preparation for Fall Quarter Travel Conferences and Training for Fall Quarter Home
- b. Winter Quarter: Training for Winter Quarter and Spring Quarter Travel Conferences
- c. Spring Quarter: Special topic discussions, preparation for Elections, and training for Spring Quarter Home Conference

Section 3: Home Conference

Home Conference meetings shall be held once a week or more in the three months before a scheduled home conference. The Secretary-General, Director-General, USGs, DUSGs, and the President or Vice President must attend all Home Conference meetings.

Section 4: Standing Committees

There shall be four Standing Committees which the Executive Board members meet to generate more focused plans for the organization:

- a. Committee concerning Rules
 - i. The Rules committee shall be Chaired-by the President, whose members are: a member from Upper Secretariat and a Director of Travel or Training.
 1. Any other Executive Board member may attend these meetings upon notifying the Chair of their desire to do so.
 - ii. The Rules committee shall aid in proposing any Constitutional revisions which need to take place, it will also serve in helping ensure the organization stays within the limits of this Constitution
 - iii. The Rules committee shall be responsible for any review of the Executive Board which a general members file a complaint towards
 - iv. The Rules committee shall meet at least once a quarter to ensure that the organization is meeting the requirements of the Constitution
 - v. The quarterly meeting can be motioned to be postponed or held within a regular Executive Board meeting with the approval of the Senior Executive Board, save the meeting for Spring Quarter which must be held before week 5
- b. Committee concerning Technology
 - i. The Technology committee shall be Chaired-by the Vice President of External Relations, whose members compose of: the Secretary-General to TritonMUN, Director of Travel
 1. Any other Executive Board member may attend these meetings upon notifying the Chair of their desire to do so.

- ii. The Technology committee shall be called once each quarter, emergency sessions may be called if an problem ensues with servers
- iii. At the end of Spring quarter, there shall be a meeting consisting of the members of the Technology committee and Senior Executive Board members in order to explain the technology in use and how to manage it
- iv. The quarterly meeting can be motioned to be postponed or held within a regular Executive Board meeting with the approval of the Senior Executive Board
- c. Committee concerning Membership
 - i. The Membership committee shall be Chaired-by the Vice President of Internal Relations, whose members compose of: a member of Upper Secretariat, both Directors of Travel and Director of Training
 - 1. Any other Executive Board member may attend these meetings upon notifying the Chair of their desire to do so.
 - ii. The Membership committee shall be responsible for setting up a Training/General Body Meeting Schedule before each quarter begins, as well as incharge of general programming of these meetings
 - iii. The Membership committee shall meet once a week to discuss the best strategies for retention and membership increase as well as to adjust the training schedule as they see fit.
 - iv. The Membership committee shall review applications for Financial Aid for delegates based on their state of need describe in their application, then the committee shall provide the names to the Finance committee for final review and issuing of funds
 - 1. Delegates attendance, number of conferences, and work ethic will be considered, especially for those usually unable to travel due to the cost of traveling.
 - v. The meetings can be motioned to be postponed or held within a regular Executive Board meeting with the approval of the Senior Executive Board
- d. Committee concerning Finance
 - i. The Finance committee shall be Chaired-by the Vice President of Finance, whose members composed of: a member of Upper Secretariat, a Director of Travel or Training
 - 1. Any other Executive Board member may attend these meetings upon notifying the Chair of their desire to do so.
 - ii. The Finance committee shall be responsible for auditing the costs of Home and Travel Conferences, purchases above \$169 must be presented to this committee for approval.
 - iii. The Finance committee shall be responsible for budgeting set funds for the Travel Financial Aid at the end of each Spring Quarter for the following year

- iv. The Finance committee shall meet twice at the beginning and end of each quarter to discuss expected expenses and the balance of the organizations funds
- v. The quarterly meeting can be motioned to be postponed or held within a regular Executive Board meeting with the approval of the Senior Executive Board

Article XVI: Traditional and Special Events

Section 1: Model UN Banquet

The Model UN Banquet shall occur during the second-half of Spring Quarter every year. This event shall serve as an appreciation of all Active Members and Executive Board Members. There will be a sendoff for Current Executive Board Members and an official transition of power to elected Executive Board members. The Model UN Banquet shall be planned by the Vice President of Internal Relations.

Section 2: Study Break Movie Nights

Study Break Movie Nights shall occur at the end of Fall and Winter quarter and shall be planned by the Vice President of Internal Relations.

Section 3: Graduation

- a. Executive Board members shall be eligible to obtain a stole to wear at graduation
- b. Travel and Home Conference Team members shall be eligible to obtain a cord to wear at graduation.

Article XVII. Finances Section

Section 1: Governance

The Vice President of Finance shall be responsible for maintaining aspects of the Model UN at UC San Diego Budget and keeping in contact with the International House financial officer. In the event that the Vice President of Finance position is vacant, the governance of the budget shall fall under the responsibility of the President and the Vice President of Internal Relations.

Section 2: Home Conference Funding

A budget for each Home Conference must be reviewed and approved by the Executive Board before any purchases for Home Conference can be made. The Home Conference Budget must consist of line item expected expense reports.

Section 3: Travel Conference Funding

- a. A Travel Conference expenses checklist must be reviewed and approved by the President and Graduate Adviser. The expenses checklist must then be submitted to the International House financial officer at least one month prior to the date of Travel conference

- b. A budget for each Travel conference must be reviewed and approved by the Executive Board before any purchases for Travel Conferences can be made. The Travel Conferences Budget must consist of line item and expected expense reports.

Section 4: Fundraising

The Vice President of Finance is responsible for all Fundraising. The Vice President of Finance should look for on-campus and off campus sponsors, with the assistance of the TritonMUN Secretary-General, USG Internal, and the College Secretary-General.

Section 5: Off Campus Banking

- a. In the case of off campus banking use, the following policies shall be applied to those with access to spending from the account:
 - i. If a member of the Triad is suspected of embezzlement, the matter should go before the entire Executive Board.
- b. The Off Campus Banking Account shall be monitored by the President, acting in the role of Secretary, who shall not have access to spending from the account, but will be required to monitor on a regular basis account spending
- c. Members of Model UN at UC San Diego that no longer sit on the Executive Board shall be removed from all off-campus bank accounts

Article XVIII. Risk Management Section

Section 1: Liability of the University

Model UN at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself. Model UN at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Section 2: In Case of Interaction with Minors and/or the Elderly

Model UN at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Model UN at UC San Diego will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Section 3: In Case of International Travel

Model UN at UC San Diego recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important. International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

Article XIX. Amendments

Section 1: Amendment Procedure

This constitution may be amended at any regular or special meeting by a vote of 3/4 of present Active Members.

Section 2: Notice of Amendments

Notice of amendment shall be presented to the General Assembly one week prior to the meeting at which it will be voted on.