

## **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. 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,
- c. Instill in each member a sense of responsibility of maintaining international peace and well-being through international cooperation,
- d. Coordinate a high school conference referred to as “TritonMUN” and — if resources allow — a college conference referred to as “SGMUN” 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. Executive Structure**

#### **Section 1: Components**

Leadership of Model UN at UC San Diego shall be composed of three main organs: The Executive Board, TritonMUN Upper Secretariat, and SGMUN Upper Secretariat.

#### **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 and any individuals approved by a three-fourths majority of the Executive Board as voting members. The Executive Board may include any individuals approved by a two-thirds majority of the Executive Board as non-voting, observer members.

#### **Section 3: TritonMUN Upper Secretariat**

The TritonMUN 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 all other responsibilities associated with a high school conference.

#### **Section 4: SGMUN Upper Secretariat**

The SGMUN Upper Secretariat, shall coordinate the logistics of a college conference. They are responsible for reaching out to high schools with Model UN programs, recruiting chairs, booking rooms, planning logistics, careful financing, and all other responsibilities associated with a collegiate conference.

### **Article V. Requirements for Membership**

#### **Section 1: Eligibility**

All regularly enrolled 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 Body.

#### **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 a significant number of Model UN Meetings
- b. Compete at College Conferences
- c. Volunteers 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 Body shall have the right to revoke the membership of any member failing to uphold a 2.0 GPA. The General Body 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 Executive Board 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 twice a week, with meetings being allocated to conference staff training or travel logistics meetings as deemed necessary by the Executive Board.

## **Article VII. Officers**

### **Section 1: The Executive Board**

The Elected Officers of the Executive Board must be elected by the General Body, as prescribed by the Election Procedure, and include the Positions of President, Vice President, Secretary-General(s) of TritonMUN, Secretary-General(s) of SGMUN, Director of Training, Director of Travel, Director of Outreach and Membership, and Director of Socials and Fundraising. 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: Eligibility**

Only registered UCSD students may hold office in the organization. Any regularly enrolled member of the General Body 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. The position of the President shall have a term limit of two years, after which they will no longer be eligible to run for the office of the President.

## **Article VIII. Duties of Executive Board Members**

### **Section 1: Shared Duties**

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

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

All members shall:

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

### **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 be 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.
- 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 regularly checking the email account [modelun@ucsd.edu](mailto:modelun@ucsd.edu) and direct any inquiries to the relevant Executive Board member
- m. be responsible for maintaining the mailchimp account for Model UN at UC San Diego
  - i. Any other mail service used to allow communication between Executive Board and the General Body shall be maintained by the President, with powers to maintain and send emails delegated at their discretion
- n. become a principal member of the organization with Associated Students and complete all requirements to maintain that title

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

### **Section 3: Vice President**

The Vice President shall:

- a. be responsible for the duties 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 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 of the Executive Board not including the President
- f. assist to fill vacancies on the Executive Board if a replacement cannot be found

- g. be responsible for the finances 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 a card holder on any club-related financial accounts
- i. be responsible for submitting any financing and reimbursement requests to the President, SLBO, CBO, etc. for approval
- j. 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. be responsible for booking an Asante classroom each quarter for general body meetings
- k. maintain contact with International House, I-House Organizations, and other organizations on and off campus that relate to the mission of Model UN at UC San Diego
- l. become a principal member of the organization with Associated students and complete all requirements to maintain that title
- m. be charged with ordering and delivering bagels to the morning staff meetings of all Home Conferences

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

#### **Section 4: TritonMUN Secretary-General**

The Secretary-General of TritonMUN shall:

- a. be responsible for overseeing the operations of the TritonMUN Upper Secretariat
- b. retain the responsibilities of school registration, administrative matters, guiding Under-Secretary-Generals through the facilitation of duties, and providing support for the Deputy-Under-Secretary-Generals of the respective conferences
- c. a Secretary-General must be a card holder on any club-related financial accounts
- d. be responsible for regular meetings with the TritonMUN Upper Secretariat, which shall meet once a week outside of Executive Board meetings for the 3 months leading up to the conference with additional meetings scheduled as deemed necessary. The Secretary-General(s) shall send regular communication to the Upper Secretariat to which all should respond to when asked to promptly
- e. shall participate in regular meetings with the SGMUN Secretary-General(s) and collaborate when mutually beneficial
- f. be responsible for the creation and distribution of an Upper Secretariat application expeditiously following their election to all current General Body members and conduct interviews with potential staffers that haven't yet served in their staff. After this period Upper Secretariat selections should be sent out to all those applied before the end of the academic year
- g. a Secretary-General shall become a principal member of the organization with Associated students and complete all requirements to maintain that title

- h. work with the TritonMUN Upper Secretariat to draft and then approve of an official conference calendar with training dates, staff meetings, and the conference
- i. 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
- j. 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
- k. Assign all registered schools to their countries and crisis positions, which will be sent 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
- l. create and maintain all conference invoices sent to schools. New invoices shall be made following any payment
- m. order all conference supplies, including, but not limited to, awards, folders, flyers, packets, notepads, placards, credentials, crisis props, and flags
- n. 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 a feedback form, and a date for the following conference within two weeks of the conference
- o. open the conference, serve as the direct point of contact for the venue, oversee the TritonMUN Upper Secretariat conference day(s), host advisor and head delegate feedback session(s), distribute all delegation awards, and close the conference
- p. have the right to counter a veto by the President on any matters that concern any TritonMUN Conference affairs
- q. be able to appoint additional positions necessary for conference preparations with the permission of the majority of the Executive Board
- r. have the right to motion for a vote of no confidence for any member of the Executive Board, except for the President
- s. be responsible for submitting a line item budget request to the Vice President and Executive Board for approval via vote
- t. 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 TritonMUN shall be filled by up-to-two individuals, who must have served on one of the Upper Secretariats.

### **Section 5: Secretary-General of SGMUN**

The Secretary-General of SGMUN shall:

- a. be responsible for overseeing the operations of SGMUN hosted by Model UN at UC San Diego
- b. A Secretary-General be a card holder on any club-related financial accounts
- c. be responsible for regular meetings with the SGMUN Upper Secretariat, which shall meet once a week outside of Executive Board meetings for the 3 months leading up to the conference with additional meetings scheduled as deemed necessary. The Secretary-General shall send regular communication with the Upper Secretariat to which all should respond to when asked to promptly
- d. shall participate in regular meetings with the TritonMUN Secretary-General(s) and collaborate when mutually beneficial
- e. be responsible for the creation and distribution of an Upper Secretariat application expeditiously following their election to all current General Body members and conduct interviews with potential staffers that haven't served in their staff. After this period Upper Secretariat selections should be sent out to all those applied before the end of the academic year
- f. a Secretary-General shall become a principal member of the organization with Associated students and complete all requirements to maintain that title
- g. be responsible for all conference related matters listed under Section 4 as they pertain to a collegiate-level conference
- h. 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
- i. be responsible for submitting a line item budget request to the Vice President and Executive Board for approval via vote
- j. have the right to motion for a vote of no confidence for any member of the Executive Board, except for the President
- k. have the right to counter a veto by the President on any matters that concern any SGMUN Conference affairs
- l. be responsible for informing their successor of the timeline and duties associated with hosting the conference in a detailed and organized format, before the end of the school year

The role of Secretary-General of SGMUN shall be filled by up to two individuals, who must have served on one of the Upper Secretariats.

### **Section 6: Director of Travel (Head Delegate)**

The Director of Travel shall:

- a. be nominated by a 3/4ths majority of the Executive Board of Model UN at UC San Diego and approved by a simple majority of the General Body
- b. 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
- c. be responsible for researching potential travel conferences and providing a proposed travel schedule to the Executive Board for approval prior to the beginning of the academic year
- d. attend all collegiate travel conferences and will receive the same amount of subsidy as competing delegates for all travel team conferences
- e. be a card holder on any club-related financial accounts
- f. 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 will be reviewed by the Executive Board.
- g. be responsible for preparing a detailed travel itinerary for each travel conference, including but not limited to method of travel, hotel accommodations, logistics presentation/packet, conference schedule, and other relevant information
- h. be responsible for preparing a travel application distributed to the General Body prior to two weeks before the application deadline
- i. alongside the Director of Training, conduct interviews for new travel team members to formulate conference rosters
- j. create a proposed roster for travel conferences for consideration and approval by the Executive Board
- k. keep in close contact with the Director of Training, Graduate Advisor, and the International House Finance Officer/College Business Office Fund Manager
- l. fill and take on all the responsibilities of the position of Director of Training if a vacancy persists
- m. have the right to motion for a vote of no confidence for any member of the Executive Board, except for the President

The role of Director of Travel shall be filled by one individual nominated by the executive board and approved by the General Body.

### **Section 7: Director of Training**

The Director of Training shall:

- a. be nominated by a 3/4ths majority of the Executive Board of Model UN at UC San Diego and approved by a simple majority of the General Body
- 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 Secretary-General(s)
- 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. have the right to motion for a vote of no confidence for any member of the Executive Board, except for the President
- g. alongside the Director of Travel, conduct interviews for new travel team members to formulate conference rosters

The role of Director of Training shall be filled by one individual nominated by the executive board and approved by the General Body.

### **Section 8: Director of Outreach and Membership**

The Director of Outreach and Membership shall:

- a. be responsible for all matters of advertising and promotion related to this organization, including, but not limited to, designing and posting flyers and tabling.
- b. be responsible for the expansion of membership and member inclusion in the organization, specifically through the hosting of multiple information sessions and other measures as deemed necessary.
- c. be responsible for maintaining and posting to club social media regularly.
- d. be responsible for liaising with and answering inquiries of potential members, and others.
- e. 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.
- f. be responsible for updating and maintaining the organization's websites: [modelun.ucsd.edu](http://modelun.ucsd.edu) and [ucsdmun.org](http://ucsdmun.org).
- g. become a principal member of the organization with Associated students and complete all requirements to maintain that title.
- h. have the right to motion for a vote of no confidence for any member of the Executive Board, except for the President

The role of the Director of Outreach and Membership shall be filled by only one individual.

### **Section 9: Director of Socials and Fundraising**

The Director of Socials and Fundraising shall:

- a. be responsible for all social events hosted by Model UN at UC San Diego for the General Body and any fundraising activities conducted by the organization.
- b. be responsible for coordinating quarterly club socials, booking rooms, organizing transportation, and all other logistical requirements.
- c. be responsible for advertising the club socials both on club social media as well as at general body meetings a minimum of 2 weeks in advance of the event.

- d. be responsible for planning and executing the end of year banquet.
- e. be responsible for coordinating quarterly club fundraisers, booking rooms, organizing transportation, and all other logistical requirements.
- f. be responsible for advertising the club fundraisers both on club social media as well as at general body meetings a minimum of 2 weeks in advance of the event.
- g. be responsible for coordinating with the TritonMUN Secretary-General(s) and SGMUN Secretary-General(s) to arrange for club fundraisers as a part of the home conferences.
- h. become a principal member of the organization with Associated students and complete all requirements to maintain that title.
- i. have the right to motion for a vote of no confidence for any member of the Executive Board, except for the President

The role of the Director of Outreach and Membership shall be filled by only one individual.

## **Article IX. The 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 the Vice President of the organization.

## **Article X. Removal from Office**

### **Section 1: Vote of No Confidence**

All members of the Executive Board 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 at meeting quorum, the motion for impeachment will be presented to the

General Body. The General Body must be informed of the Impeachment vote at a minimum of one week before the meeting it will be held. Impeachment will be official if the motion passes through the General Body with a simple majority.

### **Article XI. Vacancies**

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

### **Article XII. 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 Advisor.

#### **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 Body 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 XIII. Operations**

#### **Section 1: Executive Board**

Executive Board Meetings shall occur once a week at a time determined by the President. All Executive Board members must attend the Executive Board Meetings. Executive Board

Meetings shall serve as professional discourse on what next steps should be done and updates on currently assigned tasks.

## **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.

## **Section 3: Home Conference**

Model UN at UC San Diego shall host at least one high school level conference referred to as “TritonMUN” and — if resources allow — a college conference referred to as “SGMUN” each academic year. Home Conference staff shall comprise the Upper Secretariat, Executive Board and General Body. Meetings shall be held once a week or more in the three months before a scheduled home conference for preparation with additional meetings to train staff members for their roles.

## **Section 4: Travel Conferences**

The organization shall attend a minimum of three collegiate level conferences a year, one in each academic quarter proposed by the Travel Director and approved by the Executive Board with a 2/3rd majority. A minimum of three executive board members including the Travel Director are required to attend each conference to serve as additional assistance to the Travel Director in coordinating and managing members of the travel team.

## **Section 5: Standing Committees**

There shall be three 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: one of the two Secretary-General(s) 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 be responsible for any review of the General Body members which a member files a complaint towards
- v. The Rules committee shall meet at least once a quarter to ensure that the organization is meeting the requirements of the Constitution, findings shall be presented to the Executive Board if violations have occurred
- vi. The quarterly meeting can be motioned to be postponed or held within a regular Executive Board meeting with the approval of the Executive Board, save the meeting for Spring Quarter which must be held before week 5
- b. Committee concerning Financial Aid
  - i. The Financial Aid committee shall be chaired by the Vice President, whose members compose of: a member of each Upper Secretariat, Director 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 Financial Aid committee shall review applications for Financial Aid for delegates based on their state of need described in their application,
    - 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.
  - iii. The Financial Aid committee shall meet before each travel conference after the deadline of the financial aid application has passed
  - iv. The meetings can be motioned to be postponed or held within a regular Executive Board meeting with the approval of the Executive Board
- c. Committee concerning Membership
  - i. The Membership Committee shall be chaired by the President, whose members compose of: Director of Training, Director of Outreach and Membership, and Director of Socials and Fundraising
    - 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 overseeing the Training/General Body Meeting Schedule before each quarter begins, as well as incharge of general programming of these meetings as well as creating plans for retention and membership increase
  - iii. The Membership committee shall meet once at the beginning of each quarter with additional meetings if deemed necessary by the Executive Board
  - iv. The meetings can be motioned to be postponed or held within a regular Executive Board meeting with the approval of the Senior Executive Board

#### **Article XIV. Finances Section**

### **Section 1: Governance**

The Vice President 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.

### **Section 2: Home Conference Funding**

A preliminary budget for each Home Conference must be reviewed and approved by the Executive Board before any purchases for the 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, Vice President and Graduate Adviser.
- 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. This budget should include a fund allocation to financial aid for Executive Board and General Body members
- c. Financial Aid for General Body members for Travel Conferences will be reviewed and approved by the Financial Aid Committee
- d. Travel Stipends for Executive Board members will be allocated based upon financial need with a majority vote in favor from the Executive Board in order to ensure that the number of executive members on a travel trip meets the minimum requirements

### **Section 4: Fundraising**

The Director of Socials and Fundraising is responsible for all fundraising.

### **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 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 XV: 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 Director of Socials and Fundraising.

### **Section 3: Graduation**

- a. Executive Board and selected general body members who demonstrate a long-term commitment 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 XVI. 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 Body at least two weeks prior to the election.

- a. Elected Positions are:
  - i. President,
  - ii. Vice President,
  - iii. Secretary-General(s) of TritonMUN,
  - iv. Secretary-General(s) of SGMUN,
  - v. Director of Outreach and Membership,
  - vi. Director of Socials and Fundraising.

### **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 a member of an Upper Secretariat shall be eligible for the position of Secretary-General. Exceptions may be made in extenuating circumstances, especially relating to executive members who have served partial terms.
- 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 to be President or Secretary-General, must also be physically present at UCSD for the entire

duration of their term. Members seeking elections to be Vice President, Director of Outreach and Membership, and Director of Socials and Fundraising must be physically present at UCSD for two quarters of their term and allocate any duties unable to be fulfilled remotely to other members of the Executive Board as necessary or have a one-term replacement appointed by the Executive Board with a 2/3rds majority vote.

### **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 student at UCSD. All returning Executive members must be re-elected or re-appointed every year. The President may only serve two terms as president and if wishing to return to the Executive Board the following year must run for an alternate position.

### **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 XVII. 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 Body. 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 Body 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: Voting**

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

- a. President
- b. Vice President
- c. Secretary-General(s) of TritonMUN
- d. Secretary-General(s) of SGMUN
- e. Director of Outreach and Membership
- f. Director of Socials and Fundraising

#### **Section 4: 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 ballots for all elected positions, will be submitted following candidate presentations and question and answer sessions. The nature of the ballot will be up to the Executive Board's discretion. The ballot results will be counted and announced after all cumulative ballot submissions.
- d. 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 discretion of the Elections Moderator.

#### **Section 7: Request for Open Count**

Any member of the General Body 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 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 Body one week prior to the meeting at which it will be voted on.

## **Article XX. Bagel**

The bagel clause under the duties of the Vice President must never be amended or stricken from this Constitution.