

## **Model United Nations Society Charter**

The John Cabot University **Model United Nations Society** seeks to further the mission of John Cabot University by:

- enabling students to contribute to the richness of cultural diversity
- encouraging leaders who will make positive contributions to an increasingly interdependent and multicultural world
- fostering reasoned discussion of contemporary issues
- instilling an eagerness to embrace the challenges of a more global future

Participation in Model United Nations enriches students' international outlook, in giving them an intense awareness of other countries and international issues, as well as experience in seeking feasible solutions through reasoned discussion. This work in crafting and promoting particular solutions is especially important in training future leaders in a globalized world. Students' experience in engaging with these issues, with other students from all around the world, is an important step in helping to create and develop an international community, and to embrace the challenges of a more global future.

The MUN Society is also committed to bringing international high school students to John Cabot for the annual JCU MUN conference. This is an invaluable opportunity for students to hone their organizational, diplomatic and fundraising skills, while promoting the values of MUN in Italy and beyond.

### **ARTICLE 1    General Membership**

#### 1. Qualifications

- a. To qualify for membership, an applicant must be in good academic standing (with a minimum 2.8 GPA, or other relevant qualification).
- b. Membership is open to both visiting and degree-seeking students.

#### 2. Procedures for joining

- a. Students can apply for membership at the beginning of the Fall and Spring semesters.
- b. Interested students must submit a brief statement of interest to the MUN Society email address ([munsociety@johncabot.edu](mailto:munsociety@johncabot.edu)). The names of prospective members will be sent to the Faculty Advisor (FA) for a GPA check. Qualified applicants will then be invited to present themselves at the following meeting.
- c. The Society shall vote by consensus on whether to admit qualified applicants to membership, on the basis of their presentation. Prospective members will leave the room during the voting procedure.

#### 3. Conditions of Membership

- a. Membership runs from the time that a candidate's application has been accepted until the summer following his or her graduation.

- b. **New Members** are those in their first semester, who have not yet attended a conference and qualified for a budget allocation. **Returning Members** have been members of the club in good standing for a whole year, have attended at least one conference, and qualify for a budget allocation.
  - c. Loss of Membership:
    - i. Members with three unexcused absences from meetings and other mandatory club activities will be removed from the society. Members who have been removed may appeal to the Board for reinstatement of their membership. In considering the reinstatement of membership, the Board will take into account the member's past record and contributions to the club.
    - ii. Members who have been removed from the Society may reapply for membership at the beginning of the following semester.
    - iii. A member whose CUM GPA falls below 2.8 will have one semester of probation to bring his/her grades up. Failure to do so will result in removal from the Society. Once removal is in order, the Faculty Advisor will meet with the student, and eventually ask him or her to resign.
  - d. An absence may be excused in exceptional cases of illness or other serious obstacles, by communicating the reason for the absence via email to the Secretary prior to the relevant meeting or event at [munsociety@johncabot.edu](mailto:munsociety@johncabot.edu). (Other club meetings at the same time will potentially be considered a serious obstacle only if the member is serving on the other club's board. Such an exemption will be considered in a case-by-case basis. Conflicting work obligations will be excused.)
  - e. The Faculty Advisor may also remove a member for failing to uphold the standards of conduct outlined in the John Cabot University Student Handbook.
4. Leave of Absence: A member who takes a leave of absence from MUN is one who studies abroad for one semester or one academic year. Such members should still receive correspondence about meetings, conferences and activities, and should still be considered for the budget allocation should they represent John Cabot at a conference during their time away or upon their return to JCU. Members away on a leave of absence who reassert their commitment to the club may participate in elections of the Executive Board by notifying their intention via email to [munsociety@johncabot.edu](mailto:munsociety@johncabot.edu).
5. Responsibilities
- a. Members are expected to uphold the integrity of the MUN Society Charter.
  - b. Members are expected to attend all society meetings, assist at all events organized by the society and follow the agenda at conferences. Attendance at events and conference sessions is considered as important as attendance at regular weekly meetings.

- c. If a member is unable to attend the weekly meetings, that member is still expected to participate in all Society events and activities. Returning members who fail to participate in two events or activities may lose their budget allocation.

## **ARTICLE 2 Voting Procedures**

1. Voting procedures shall be used for inducting new members into the Society and electing the Executive Board.
2. In order for voting to occur, the President and/or Vice President needs to be present, as well as a quorum of Society members. A quorum shall consist of 2/3 of all members of the Society.
3. Ballots shall be counted by the Faculty Advisor.

Members on a Leave of Absence may cast their vote by sending it to the Faculty Advisor, who will ensure their anonymity.

## **ARTICLE 3 Executive Board**

1. Purpose of the Executive Board
  - a. To uphold the integrity of the charter, and propose amendments as necessary to keep it up to date.
  - b. To ensure that the Society is familiar with the guidelines set forth by the charter
  - c. To enhance all members' background familiarity with: UN procedure, international law and relations, diplomacy, negotiation and public speaking, by organizing any necessary materials and/or simulations.
  - d. To coordinate all club activities, from weekly meetings and regular simulations to JCU MUN and conference participation.
2. Election of the Executive Board
  - a. Positions available are: Secretary-General, Under-Secretary General, Secretary, Treasurer, Press Secretary/Web Master, Under-Secretary General of JCUMUN.
  - b. Elections for these positions will take place at the end of each Spring semester. A vacancy arising at another time will be filled by means of an ad hoc election.
  - c. Nominations will be accepted for Executive Board positions, and candidates will present themselves to the Society at the following weekly meeting. Voting will then take place anonymously by ballot.
  - d. Executive Board members have a responsibility to provide their successors with all necessary information and records about the Society to ensure the continuity of its work.

3. Qualifications

- a. Should be a Society member in good standing for at least one year. This may be waived if a position would otherwise remain vacant.
- b. Must have participated in at least one conference.
- c. Candidates for the board should have a CUM GPA of 3.0, or approval from the Faculty Advisor.
- d. Members away on a Leave of Absence may also run for an office whose term commences after their return.
- e.

4. Duration

Tenure shall run until the election of new officers at end of the following Spring semester.

5. Responsibilities of each Executive Board member

- a. Secretary-General: shall preside over Society meetings, act as the chief liaison between the Society, faculty, and administration, oversee and coordinate the activities of the Society. The Secretary General has a duty to ensure that the Executive Board members are fulfilling their duties and obligations. The Secretary-General must also uphold the academic nature of the club by facilitating the learning process for new members, and assure that adequate conference preparation has taken place before any member of the University attends a conference.
- b. Under-Secretary-General: shall assume the responsibilities of the Secretary-General in his or her absence or incapacity, and be responsible for logistical and technical coordination of the MUN Society and its activities. The Under-Secretary-General is expected to keep in constant contact with the Secretary-General to divide tasks and complete logistical necessities for weekly meetings, conferences, and all other events.
- c. Secretary: shall inform members well in advance of all meetings, prepare an agenda for meetings in coordination with Secretary-General, keep and circulate minutes of all meetings, maintain a record of attendance for each Society member and bring excessive absences to the attention of the Faculty Advisor and the Board, preside over meetings in absence of both the Secretary-General and Under-Secretary-General. The Secretary will also provide members with necessary materials, background guides and other resources in order to facilitate debates at weekly meetings.
- d. Treasurer: shall act as a liaison between the Society, the business office and the finance office, shall approve and sign requests for funds for the Society, plan in advance for cash to be released for the Society from the business office, keep detailed and careful records of all expenditures, ensure that receipts are obtained for all purchases and that they are promptly taken to the business office, ensure that Society members understand how to fill in receipts

properly and manage the budget in regard to each member's allocated amount for the year. The Treasurer will also be responsible for closing all accounts with the Business and Finance offices. Failing to do so, as well as failure to maintain careful records of all expenditures will jeopardize the status of the club and can result in the Treasurer being charged the amount of money missing. The Treasurer also serves as the Under-Secretary-General of Finance for JCUMUN. The treasurer is responsible to inform each member about his/her individual budget when requested.

- e. Press Secretary/Web Master: shall be responsible for publicizing events using various media, act as a liaison between the Society, students, faculty, and administration for promotion of society events and their subsequent memorialization, create press releases to be sent to student publications and the JCU web coordinator, and manage the Society's website.
  
- f. Under-Secretary-General and Director of JCUMUN: shall be in charge of the academic and logistical organization of JCUMUN, and shall uphold its nature as an academic conference that facilitates the mission of Model United Nations. The Director of JCUMUN shall be the principal figure in charge of deciding the topic, writing the background guide, sending invitations to secondary schools and licei, maintaining contact with participating students and professors, booking the necessary rooms, securing the necessary materials upon the arrival of the delegates. The Director of JCUMUN shall be assisted by a four-member Secretariat of JCUMUN. The JCUMUN Secretariat shall consist of two Assistant Directors, an Under-Secretary-General of Finance, and an Under-Secretary-General of Academic Affairs. The secretariat may be composed of any member of the club.
  - i. The two Assistant Directors of JCUMUN will sit upon the dais along with the director, and aid in the general moderation of debate.
  
  - ii. The Treasurer shall serve as Under-Secretary-General of Finance.
  
  - iii. The Under-Secretary-General of Academic Affairs will assist the Director of JCUMUN in writing the background guide in a timely manner, explaining rules and procedure before the conference and sending resources to delegates to aid in the learning process.

## 6. Removal

- a. Board members may be removed from the Board for two or more unexcused absences at board meetings in one semester. Absences may be excused in cases of illness or other serious obstacles if the other Executive Board members are notified prior to the meeting.
  
- b. If any Executive Board member cannot fulfill his or her duties for any reason, he or she must speak with the other members of the Executive Board about his or her intentions to continue on the Executive Board.
  
- c. Any Member of the Society may consult with the Faculty Advisor about a Board member not fulfilling the duties of his or her position.

- i. After meeting with the Board member, the Faculty Advisor may raise the issue of his or her delinquency before to the whole society. The Board member will have an opportunity to defend him- or her-self.
  - ii. A motion can then be made to remove the Board member. Removal requires a 2/3 majority vote of the members present.
- d. A Board member who has been removed may still have the right to participate in the Society as a regular member and run for a Board position in the future.
- e. A Board member, whose CUM GPA has fallen below a 3.0 , will be expected to resign from the Board. Such student may retain membership in the society, if the other regular conditions are met.

#### **ARTICLE 4 Faculty Advisor**

1. The Faculty Advisor (FA) shall consult with the Executive Board about preparation for individual conferences, and general management of the Society, and be available to help members with their research, position papers, draft resolutions and oral presentations.
2. The FA shall act as the liaison between the Society and the Department of Political and Social Sciences, and the JCU Faculty and Administration.
3. The FA shall attend the weekly meetings of the Board and the MUN Society as a whole.

#### **ARTICLE 5 Budget**

1. Accounts:

The MUN Society has two accounts:

- i. The **MUN Budget** includes allocations from the University and runs for one fiscal year, July 1 until June 30. It must be exhausted before June 30 because any remaining funds will be extinguished.
  - ii. The **MUN Fund**, which is not part of the Budget, gathers all funds raised through the activities and events of the Society as well as donations. It is an open account and will carry over to the next fiscal year if not exhausted.
- 2. Allocation of the MUN Budget. Setting aside 20% of the annual allocation by the university (for petty cash, Faculty Advisor trip, etc.), the rest shall be equally divided among all qualified Returning Members at the beginning of the Fall semester.

- i. By the end of February of each year, the Treasurer should review the set-aside amount, and determine any additional allocations to returning or new members.
  - ii. Qualified Returning Members are those who have been part of the Society for one year, have attended at least one conference and express a concrete intention to participate actively and seriously in future club activities and conferences.
    - a. A member who has been part of the Society for one year but did not participate in any conferences may petition the Executive Board to receive the budget allocation
    - b. A Returning Member who has lost his or her budget allocation can become eligible again at the beginning of the next academic year.
  - iii. Any surplus money in the Society budget can be used to reimburse returning or new members for conference-related expenditures, or should be donated to an organization of the Society's choice, used to buy MUN related books in the Library, or used to benefit the JCU community. Any member who has been removed from budget is not eligible to receive reimbursements.
    - a. Conference-related expenses include only the following:
      - a. Conference fee
      - b. Travel expenses from Rome to the conference venue and return
      - c. Accommodation expenses
    - b. No other expenses (for instance public transportation within the conference venue's city, social events fee and such like) are covered by the club.
    - c. Returning members who take one semester's leave from club activities, may still be granted a budget allocation in the measure of half of the amount assigned to other Returning Members participating in the full year's activities.
3. Allocation of the MUN Fund to Society members for the purposes of conference participation shall be determined by the Board. The Board shall be guided by the principles of merit, equity, enabling qualified New Members to participate in conferences and team unity in making its allocation decisions.
  4. The faculty advisor will be fully subsidized to attend one conference each year in which a significant number of members are attending.
  5. Each member is responsible for all expenses that will not be subsidized by the budget and failure to do so will result in not being able to attend the conference. Members who fail to make necessary reimbursements will be barred from future conferences until they have paid all money owed.

6. Society funds allocated to Members can be used to cover the costs of conference registration, accommodations and transportation.
7. Any Member who decides not to attend a conference after any part of it has been paid for with Society funds (registration fee, flight, accommodations...) is required to pay back any money that cannot be otherwise refunded or transferred to another Member. Since situations may come up unexpectedly, an exception can be made to the above section upon further decision by the Executive Board and the FA.

## **ARTICLE 6 Weekly Meetings**

1. The Executive Board will choose a generally convenient time for the weekly meetings.
2. The weekly meeting shall be devoted to administrative and financial matters, as well as substantive preparation.
3. Additional meetings and workshops may be scheduled to focus on substantive preparation, negotiation and public speaking skills.
4. The Executive Board shall have its own weekly meeting to discuss agenda topics, activities, conferences, fundraisers and any logistics that need to be planned.

## **ARTICLE 7 Conference participation**

1. Participation in a particular conference can be proposed by any member or the FA. Adequate research, including registration deadline and conference dates, with an estimated per capita budget, should be presented.
2. If at least five members express interest in attending, their participation may be financially supported by the society. This requirement may be waived by the Executive Board.
3. Head Delegate
  - a. The Head Delegate will be chosen by the members attending a particular conference at the time of registration.
  - b. The Head Delegate shall be in charge with communicating with conference organizers, and be responsible for registration and any other aspect of conference preparation. The Head Delegate will also have to work with the Treasurer (only as far as budget issues are concerned) in arranging accommodations, flights/transportation.
  - c. The Head Delegate shall be available to help members with working papers, draft resolutions and committee strategies.



## **ARTICLE 8 Fundraising**

1. Fundraisers can require mandatory or optional participation from Society members at the discretion of the Executive Board.
  - a. Any member who does not participate in a mandatory fundraiser will receive one absence unless an exceptional case of illness or other serious obstacles by communicating the reason for dais absence via email to the Secretary prior to the relevant event at [munsociety@johncabot.edu](mailto:munsociety@johncabot.edu).
  - b. Money made by fundraisers shall be divided equally among all members who participated.

## **ARTICLE 9 Amendments**

1. Purpose. Amendments should be made to the Charter in order to keep it consistent with the actual practices of the Society.
2. Procedures
  - a. Proposed amendments to the Charter should be presented to the Board and the FA, which they will then discuss in their weekly meeting.
  - b. Should the Board and FA approve of a proposed amendment, they shall present it to the Society and it can be adopted by majority vote.
  - c. Proposed amendments may be modified over the course of the general debate.
  - d. The President can vote on possible amendments to the Charter.