

MariMUN CONSTITUTION

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I. DEFINITIONS

1. The Constitution: term designating the Marianopolis Model United Nations Constitution meant to outline the structure, function, and mission of the club.
2. Executive: Club Member with an Executive mandate.
3. Active Club Member: Club Member that participates in a minimum of one conference, one planned activity, and one fundraising activity per semester.
4. The Club: the Marianopolis Model United Nations Club.
5. The Conference: the Model United Nations conference held annually by the Club.
6. National Conference: an overnight conference within driving range in Quebec or Ontario.
7. International Conference: an overnight conference located in a different country or a flight's distance.
8. The Website: <http://www.marimun.com>.
9. General Meeting: the equivalent of a Club General Assembly, as referenced in the Marianopolis Student Union Club Bylaws.

II. MISSION AND VALUES

Marianopolis Model United Nations, a para-academic club, is one whose mission consists of fostering a friendly, respectful, diplomatic, and educational environment in which motivated students may immerse themselves in the Model United Nations experience. Through their attendance of conferences, Club events, and general meetings, delegates will enrich their social and educational backgrounds towards the goals of personal growth and excellence. The values heralded by the club include respect of fellow delegates and faculty advisors, respect of other delegates regardless of background, collaboration, extracurricular involvement, and excellence in the Model United Nations circuit.

III. CLUB COMPOSITION

1. The Marianopolis Model United Nations Club is open to any current member of the Marianopolis Student Union (MSU).

2. Students not accepted for the Secondary Schools United Nations Symposium (SSUNS) team may nonetheless be considered members of the Club.

IV. EXECUTIVE ROLES RIGHTS AND RESPONSIBILITIES

1. The executive team will be composed of six (6) members, one of which serves under a First Year Executive capacity.
2. Executives are to be held to the same standards as any Club member and must, at all times, uphold the mission and Constitution of the Club. Failure to do so may result in the enactment of the following articles of impeachment:
 - a. Executive impeachment strips the impeached person(s) of all rights, responsibilities, and privileges defined in this constitution;
 - b. The impeachment process is brought forth and made effective upon the delivery of a notice to the Executive Team, outlining the grievances of two-fifths (2/5) of active club members towards the specified Club executive(s);
 - c. Upon the reception of this notice, the Executive Team, as well as Faculty Advisors, must convene within ten (10) days in order to determine, by simple majority of remaining executives, if the accused executive has, according to the letter of grievance, violated the clauses of this constitution;
 - d. Upon the suspicion of guilt, the accused reserves the right to defend their actions and counter the claims in the letter of grievance before the Executive Council;
 - e. The Executive Team will then have five (5) days to formally impeach the accused by majority vote by secret ballot.
3. The Executive Team's role includes the maintenance of Club finances, the organizing of Club events, the selection of delegates for conferences, attending a minimum of two delegate training sessions, the demonstration of a leadership initiative, the maintenance of contact with Faculty Advisors, Marianopolis College administration, and the Marianopolis Student Union, and respect of individual mandates.

4. All Executives except the First Year Executive are to be selected during the previous academic year.
5. All Executives must attend executive meetings and respect Club functions unless a valid excuse is given in case of absence.
6. All Executives must brief the President on the progress of their mandates once a week.
 - a. Said briefing would take place during the Executive Meetings.
7. Executive mandates are as follows:
 - a. The President is required but not limited to:
 - i. ensure cohesion amongst all the executive mandates;
 - ii. assure the respect of all mandates;
 - iii. maintain proper relations between Club members, executives, and the administration;
 - iv. review agendas for Executive meetings and ensure the proper functioning of said meetings;
 - v. fill out the biannual reports for the Marianopolis Student Union congress;
 - vi. to prepare country assignments for conferences (or appoint a member of the Executive Team to do so in their place);
 - vii. plan delegate workshops and training sessions alongside the First Year Executive;
 - viii. assist all executives in their mandates when required;
 - ix. provide a detailed end of year report to the new Executives and Faculty Advisors with non binding recommendations for the following year;
 - x. facilitate reviews of the Constitution;
 - xi. oversee the production of a master calendar at the beginning of every semester, said master calendar must be provided to Club Members upon request;

- xii. act as co-head delegate at conferences they attend; the role of head delegate may, however, be assigned to another club member at the discretion of the Executive team.
- b. The Secretary General is required but not limited to:
 - i. plan and coordinate the MariMUN Conference;
 - ii. act as the chair of the MariMUN Secretariat;
 - iii. act as co-head delegate at conferences they attend; the role of head delegate may be assigned to another club member at the discretion of the Executive team.
- c. The Director of Communications is required but not limited to:
 - i. ensure the proper dissemination of information to delegates through various forms of media;
 - ii. maintain the Club's image to the public through various forms of media, covering events, updates, and achievements of the Club;
 - iii. ensure MariMUN's web presence is maintained following subcontracting guidelines;
 - iv. create the executive meeting agenda and make it accessible at least three (3) hours prior to the meeting;
 - v. oversee and ensure the functioning of the website with ample time prior to the MariMUN conference in collaboration with the Secretary General.
- d. The Director of Fundraising is required but not limited to:
 - i. plan and coordinate fundraising events for the club;
 - ii. coordinate with the Director of Finances in any capacity in order to ensure the proper flow and acquiring of funds;
 - iii. ensure the availability of the cash box at all events;
 - iv. give in an annual report on fundraising activities including, but not limited to:

1. expenses;
 2. revenues;
 3. member attendance;
 4. overall recommendations.
- e. The Director of Finance is required but not limited to:
- i. record all Club transactions;
 - ii. prepare Club budget and budget requests;
 - iii. ensure that all outstanding payments have been made to and from the Club;
 - iv. provide an updated copy of the budget to Club Members upon request;
 - v. coordinate with the Director of Fundraising in order to provide assessments of the needs of the Club;
 - vi. act as the Club liaison to the MSU and Congress' VP Finance.
- g. The First Year Executive is required but not limited to:
- i. represent the needs and interests of the first year and first-time Club members;
 - ii. provide assistance to any of the Executives in the fulfillment of their mandates if the need arises;
 - iii. ensure further Club participation opportunities for first year and first time MUNers;
 - iv. take charge of planning one national trip for a delegation composed primarily of first-year or first-time club members and serve as head delegate for said conference.
8. Each executive is required to participate in at least one (1) committee which the conference classifies as a General Assembly (GA) or an Economic and Social Council (ECOSOC) in which there is at least four (4) total MariMUN delegates at either of the McGill conferences (McMUN and SSUNS):
- a. The respective committees must be distributed evenly amongst both conferences.

- b. The Executives will offer advice, feedback, and will observe the involvement of other MariMUN delegates in the committee.

V. CLUB MEMBER ROLES, RESPONSIBILITIES, AND RIGHTS

1. Club Members must adhere to the values of the Club as outlined in the Constitution.
2. Club Members are encouraged to attend Club events and fundraisers.
3. Club Members are encouraged to propose ideas to the Executive Team and take them on with assistance.
4. Club Members are encouraged to reach out to their high schools in order to increase attendance within the Conference.
5. Club Members are entitled to updated budget information at any point in time in the semester.
6. Club Members are entitled to request an explanation for a decision made regarding conference or Executive selection, to which a Faculty Advisor or Executive must respond in writing or with a face-to-face meeting within a reasonable amount of time, so long as:
 - a. The request is in writing;
 - b. The request is done in a respectful manner aimed at providing constructive criticism or comments.
7. If a problem or concern arises, at any point in time, that would hinder attendance or performance at a conference or Club event, a Faculty Advisor or Executive must be informed.
8. Club Members have the right to propose amendments to the Constitution before a constitutional review as long as they are submitted to the Executive Team by a minimum of twenty-four (24) hours prior to the General Meeting.
9. A Club Member is entitled to propose agenda points for an Executive Meeting to the Director of Communications.
10. An updated version of Constitution must be made available at the request of any Club Member.
11. A Club Member is entitled to leave the Club at any point in time for any reason.

12. A Club Member may lose their right to attend a future conference, at the discretion of the executive team, if they do not attend a committee session without a valid excuse and prior warning.
13. A Club Member relinquishes all rights to a refund for their conference fees if they do not attend or drop out without a reasonable warning:
 - a. A deadline to drop out is applicable to all delegates for every conference, following which the deposit and/or full payment for said conference is nonrefundable.
 - b. Said deadline would be set by the Executive Team, and would not be later than 10 days before a conference.
14. A Club Member may make financial arrangements by meeting with a Faculty Advisor prior to receiving country assignments for a conference. The final decision is made at the discretion of the Faculty Advisor if the financial aid is to come from Student Services or at the discretion of the Executive Team should the financial aid come from the club's budget.
 - a. Looked over by the Faculty Advisors for the sake of confidentiality, delegates requesting financial aid absolutely must participate in fundraising initiatives unless a valid justification is presented, judged by the faculty advisor involved.
15. A Club Member relinquishes their right to attend future conferences if they do not pay for a conference before attending it.
16. Any Club Member found to be in poor academic or financial standing by the College administration relinquishes their right to attend a conference.
17. Club Members are responsible for remaining up to date with any missed Club activities.

VI. FACULTY ADVISORS

1. Faculty Advisors are available to the reception of problems and concerns as long as they are made in a respectful manner.
2. Faculty Advisors must present the Executives with a recommended list of candidates for the selection of conferences except the SSUNS conference; however, Faculty Advisors are part of the discussion for all conference selection.

3. Faculty Advisors must attend General and official Executive meetings.
4. Faculty Advisors may meet with any Executive and provide advice and criticism regarding their respective mandate.
5. Faculty Advisors are entitled to call an Executive meeting at any point in time.
6. Members of the Executive Team have exclusive voting power in Club decisions, however Faculty Advisors are responsible for ensuring that the academic, financial or disciplinary requirements set by the College administration have been met, and may deny conference attendance to any Club Member that does not meet these standards.
7. Faculty Advisors have the right to propose amendments to the Constitution before a constitutional review as long as they are submitted to the Executive Team by a minimum of twenty-four (24) hours prior to the General Meeting.

VII. GENERAL MEETINGS

1. General Meetings are to be held at the discretion of the Executive Team.
2. A General Meeting must also be called should one-fourth (¼) of Active Club Members submit a written request to the Executive Team.
3. All planned General Meeting dates must be made accessible to all Club Members a minimum of seven (7) days in advance.
4. An official master calendar must be made available to Club Members upon request.
5. Attendance must be recorded at all General Meetings.

VIII. CONSTITUTIONAL AMENDMENTS

1. Constitutional amendments must be proposed to all Club Members a minimum of twenty-four (24) hours before a General Meeting.
2. Recognizing that the MSU grants the members of each Club the exclusive power to adopt, amend or repeal its constitution at a club assembly, amendment procedure is as follows:

- a. voting quorum is one-third (1/3) of tryout participants for the fall review and one-third (1/3) of active Club Members for the spring review;
 - b. the Executive Team must verify that an amendment proposed by a Club Member meets requirements before being presented at a General Meeting, the requirements being as follows:
 - i. The amendment must be submitted in writing;
 - ii. The amendment must be submitted to the Executive Team prior to the Executive Meeting immediately before a constitutional review;
 - c. should it be requested by any Club member, a one 'for' and one 'against' motion must be entertained;
 - d. the amendment will be voted on by the active members of the Club;
 - e. the amendment is adopted should it pass by a two-thirds (2/3) majority.
 - f. each amendment must be voted for individually.
 - g. at the time of the vote, the Executive Team must present club members with a side-by-side comparison of the clause.
3. A constitutional review will be held twice a year, in the fall semester after SSUNS and at the end of the spring semester, before executive selections, at which point Club Members, Faculty Advisors or Executives may propose amendments:
 - a. A constitutional review may also be held in order to comply with amendments to the MSU constitution, by-laws or policies, which take precedence over the Constitution.
 4. Any amendment made is to be enforced immediately upon adoption.
 5. At the end of each academic year, the Executive Team must present the new Executive Team with a version of the Constitution which highlights, and thus protects, certain clauses from being modified for at least one semester.

IX. EXECUTIVE MEETINGS

1. Official Executive Meetings are to be held once a week.

2. An agenda must be produced for every meeting.
 - a. the production of the agenda must be overseen by the Director of Communications;
 - b. points and minutes may be requested by any Club Member at any time;
 - c. agenda points must be respected during the meeting.
3. Any Club Member may attend an Executive Meeting in which an agenda point belongs to them, or at the discretion of the Executives.
4. Executive and conference team selection meetings are not open to non-Executives.
5. All decisions must aim to first be passed by unanimity. However, a vote may be requested by any member of the Executive Team or Faculty Advisors. A simple majority is required if a vote is undertaken.
6. All decisions concerning selections for conferences must be voted upon, either individually or as a sum total, to be approved by a simple majority.
7. The Executive Meetings will only take place if two thirds ($\frac{2}{3}$) of Executive Members are present.

X. CONFERENCE SELECTION

1. An initial tryout is to be held at the beginning of the school year in which candidates will be evaluated in order to attend the SSUNS conference.
2. The SSUNS team will be made up of students selected during a tryout during which the following skills and values are evaluated:
 - a. teamwork/diplomacy;
 - b. confidence;
 - c. public speaking;
 - d. participation;
 - e. pertinence of interventions;
 - f. research (the position paper);
 - g. potential to grow within the club.

3. If the tryout period is missed for a pre-approved reason, candidates are allowed a formal interview with the Faculty Advisors and Executives, during which they will be evaluated holistically based on the aforementioned skills.
4. Returning Club Members are required to try out during the same tryout period as new Members and are required to adhere to the aforementioned guidelines at the discretion of the Executive Team.
5. The criteria for selection for all other conferences is as follows:
 - a. exhibits a strong sense of teamwork collaboration and diplomacy;
 - b. exhibits a strong sense of confidence in a situation of pressure;
 - c. is proficient when it comes to public speaking;
 - d. attends committee prepared and in a timely fashion;
 - e.
 - f. exhibits strong research skills and argues substantively;
 - g. shows active participation in the Club;
 - h. constantly seeks to improve Club life for everyone;
 - i. is in proper academic and financial standing with the College;
 - j. is a positive ambassador for both the Club and the Conference.
6. Incoming Executives must select an International and National Conference to attend.
7. The International Conference is open exclusively to second year Club Members.
8. The selection of International Conference candidates, in the event that a MariMUN delegation will be attending the conference, will include conditions, such as:
 - a. a total of eight (8) attendees must be chosen by the Executive Team the year prior to the conference. The rest of the delegates will be chosen during the course of the following school year;
 - b. the Executive Team may consider sending a larger number of delegates than the usual ten (10) if:

- i. the yearly delegates have participated and succeeded in raising good funds for the club;
 - ii. a significant reason for which the Executive Team would like to send extra delegates should arise;
- c. Conditional acceptance is implemented in the selection process, meaning that previously chosen delegates' acceptance may be revoked until January if said delegates do not meet the previously described criteria;
- d. Should an International Conference delegate drop out, the Executive team will announce that a spot is open while respecting the confidentiality of the delegate who drops out, and a replacement will be chosen in accordance with the previously described criteria;
- e. International Conference delegates must, similarly to Executive Members, participate in at least one (1) committee which the conference classifies as a General Assembly (GA) or an Economic and Social Council (ECOSOC) in which there is at least four (4) total MariMUN delegates at either of the McGill conferences (McMUN and SSUNS):
- i. The respective committees must be distributed evenly amongst both conferences;
 - ii. The International Conference delegates will offer advice, feedback, and will observe the involvement of other MariMUN delegates in the committee;
 - iii. The International Conference delegates will prioritize and participate in all fundraising initiatives (i.e. bake sales, bagging sessions, International Dinner, etc.) and mandatory club events, such as Constitutional Review, unless a valid justification for absence, judged by the Executive Team, is presented. Subsidies for the International Conference will be conditional based on this clause;
 - iv. The sub-clause e. only applies if the International Conference delegate knows they will be attending the International Conference.

XI. MARIMUN CONFERENCE

1. The Conference is to be held in February;
2. The Conference is open to all high school, CÉGEP, and university students;

3. Official Conference details must be placed on the website;
4. A Conference Secretariat, lead by the Secretary-General, will be selected in the first semester of each academic year, with a size and structure to be determined at the discretion of the Executive Team and the Secretary-General:
 - a. Secretariat members must be chosen based on a combination of evaluations, in the form of a written application and an interview;
 - b. the Secretariat will be selected based on the recommendations of the Secretary-General and a traditional vote of the Executive Team.
5. The conference will be organized in collaboration with Student Services.

XII. EXECUTIVE SELECTION

1. The selection of the First Year Executive is to occur as follows:
 - a. to be eligible, candidates must be returning for the entirety of the following academic year;
 - b. the Executive Team will make available a blind application form with a predetermined format that must be respected;
 - c. applications must be submitted electronically to a Faculty Advisor by a predetermined deadline;
 - i. late applications will not be considered;
 - d. the applications and interview will be provided to the Executives at which point they will be evaluated based on:
 - i. understanding of the Club mission and values;
 - ii. understanding of Model United Nations;
 - iii. problem solving;
 - iv. conflict resolution;
 - v. creativity;

- vi. pertinent answers;
 - e. the amount of applications retained for interviews is at the discretion of the Executive Team;
 - f. selected applicants will be contacted for an interview with the Executive Team. If an applicant cannot attend an interview session, they may reschedule as long as the request is made prior to the interview session and is for valid purposes. The request must be submitted to a Faculty Advisor;
 - g. the selection of the Executive Team will be made based on a holistic review of their written application, interview, conference performance, Faculty Advisor comments, Club participation, and personality;
 - h. the First Year Executive will be announced by the Director of Communications and must begin work immediately;
 - i. rejected candidates may request an explanation as to the decision from the Executives or Faculty Advisors.
2. The selection of Executive positions is as follows:
- a. The Executive Team will make available a blind application form with a predetermined format that must be respected;
 - b. applications must be submitted to the Faculty Advisors by a predetermined deadline;
 - i. late submissions will not be considered;
 - c. the applications and interview will be evaluated based on the same criterion used to evaluate the First Year Executive;
 - d. selected applicants will be contacted for an interview with the Executive Team. If an applicant cannot attend an interview session, they may reschedule as long as the request is made prior to the interview session and is for valid purposes. The request must be submitted to a Faculty Advisor;
 - e. the selection of the Executive Team will be made based on a holistic review of the written application, interview, conference performance, Faculty Advisor comments, Club participation, and personality;

- f. Faculty Advisors may be present at the Executive interviews.
3. The new Executive Team must meet before the summer holiday with their respective current Executive counterpart for a transition information meeting, where the current executive will provide detailed information about the mandate and what needs to be fulfilled.
4. Should an Executive Member resign or be removed from their position before March 1st, then the position must be filled as soon as possible using appropriate procedure. If a member resigns or is removed after March 1st, the Executive Team can choose whether to fill the position or to keep the position vacant while sharing the responsibilities of the position for the remainder of its term.

XIII. BUDGET

1. An official Club financial report must be provided by every new Director of Finance at the start of each academic year.
2. This report will be made accessible to all Club Members.
3. The goal of providing a surplus for the following school year must be the priority of the Director of Finance and the Director of Fundraising in order to help pay for:
 - a. Immediate purchases: prior to the first fundraising event of that academic year.
 - b. the SSUNS Conference.
 - c. Early Bird Deals: some conferences will require payments to be sent early in an academic year in order to qualify for early bird specials.
 - d. Transportation and accommodation for the national and international conference: Some of these expenses may need to be paid early in the year before the club the majority of its annual income.
4. Funds obtained during a given academic year (through the MariMUN conference, fundraisers, and donations) shall be allocated in the following way:
 - a. Up to 50% of all income accumulated in that year may be used to subsidize the international conference.
 - b. The remainder will be used to:
 - i. Subsidize local and national conferences, as well as make club purchases, at the discretion of the Director of Finance and the Executive Team.

- ii. Leave a surplus for the following academic year.
- 3. The Director of Finance may request changes to the aforementioned budget rules. These changes will only be enacted if the subsequent vote taken by the Executive Team produces a simple majority in favour.
- 4. A Club Member must never be required to pay more than the following amounts to attend a conference: 2000\$ for an International Conference, 1000\$ for a National Conference, 100\$ for a Local Conference.
 - a. If the cost of a conference exceeds this amount, the Club must subsidize enough of the price to bring it below the aforementioned amount.
 - b. These amounts are to be evaluated yearly in order to take into consideration inflation and the conference offerings for that specific year.