

For SAC Use Only:

Presented _____ Constituted _____ Defeated _____

Primary Acct. Code: _____ Deconstituted _____



CLUB CONSTITUTION

The Recognized Constitution of:

Model United Nations Student Association

(Date Inserted Here)

**READ THROUGH ALL PARTS CAREFULLY.
THIS IS THE CONSTITUTION OF YOUR ORGANIZATION.**

General questions and inquiries are to be directed to:

Vice-President Administration

SUB Room 238G

(604)-822-3961

vpadmin@ams.ubc.ca

or

SAC Vice-Chair

SUB Room 238F

(604)-822-2361

sacvc@ams.ubc.ca

Original Copy filed in SAC Vice-Chair's Club Files

(Revised June 2012)

ARTICLES

ARTICLE 1: NAME

- 1.1 The name of the Club may denote affiliation with the Alma Mater Society, using either “The AMS” or “The _ of the AMS”; however it may not include either “The UBC” or “The _ of UBC”.
- 1.2 The name of the Club shall **not** contain the words “Council”, “Undergraduate Society” or “Society” in their names.
- 1.3 The name of the Club shall imply the purposes of the Club.
- 1.4 In case of using a name or logo which is being used by another organization, association, or society, written permission in the form of a contract is to be sought for the use of the same name or logo.

THE NAME OF THIS ORGANIZATION SHALL BE:

_____ Model United Nations Student Association _____

ARTICLE 2: PURPOSE

- The Purpose of the Club is stated to ensure continuity from year to year. It also distinguishes you from the other clubs on campus

THE PURPOSES OF THIS ORGANIZATION ARE:

- 2.1 Introducing and developing an interest in Model United Nations with students of all faculties
- 2.2 Creating and training a team of students to represent the university at Model United Nations Conferences.
- 2.3 Developing life skills and confidence of members through improving public speaking skills, and developing negotiation skills,
- 2.4 Improving member’s skills in researching and writing through position paper training for conferences

ARTICLE 3: CATEGORY

- 3.1 The Category is to help Administration organize the club directory

- 3.2 The Categories are: Academics/Management, Community Service, Cultural/Identity, Leisure/Hobby/Special Interests (Other), Media/Arts/Performance, Political/Social Action, Recreational/Athletic, Science, Social, and Spiritual.

THE Model United Nations Student Association IS A (N) Political/Social Action CLUB.

ARTICLE 4: MEMBERSHIP

THE MEMBERSHIP OF THIS ORGANIZATION SHALL COMPRISE OF:

- 4.1 Active Members shall be those members who are registered in a credit course at the University or its affiliated institutions, and are not in default of payment of the AMS fee, and who pay a club membership fee.
- 4.2 Associate members shall be those club members who are not Active Members but who pay a club membership fee. They can be UBC alumni, research fellows, faculty members, staff, non-UBC students, or others willing to be involved in Club activities. They shall not be permitted to vote, or sign Club Petitions (See SAC Policy Handbook).
- 4.3 Honorary Members shall be Club members who are not Active Members and who do not pay club membership fee, and shall not be permitted to vote, hold office or sign Club Petitions.
- 4.4 A minimum of two-thirds (2/3) of the club's membership shall be Active Members of the AMS.
- 4.5 The number of Associate Members and Honorary Members shall not be more than one-third (1/3) of the Club's membership.
- 4.6 The membership period shall not be longer than one (1) year, and shall end no later than September 30th.
- 4.7 Active Members shall pay an annual non-refundable membership fee of a minimum of one dollar (\$1) as approved by resolution of a General Meeting with quorum, at the time of registration. Associate membership fees shall be at least fifty percent (50%) more than Active membership fees.
- 4.8 Changes in membership fees shall not become binding on established members until the termination of the current membership period.
- 4.9 Each new member of a club must sign an AMS General Member waiver form (the waiver form can be found in the Treasurers' Handbook).

ARTICLE 5: EXECUTIVE COMMITTEE

The Club shall have an Executive Committee comprising of the following Executive Officers elected annually by the Active Members.

- 5.1 President_____
- 5.2 VP External_____
- 5.3 VP Internal_____
- 5.4 VP Finance_____
- 5.5 VP Logistics_____
- 5.6 VP Academic_____

Note: Two Executive Officers must be Booking Representatives, one of whom must be the Treasurer.

ARTICLE 6: FUNDS

- 6.1 All constituted AMS clubs by SAC must have an AMS account.
- 6.2 All financial transactions shall be made explicit through the AMS account; all financial dealings shall be done through the AMS Administration Office.
- 6.3 If any unauthorized accounts are discovered (i.e. outside bank accounts), the Club will be subject to deconstitution under the discretion of SAC. These controls are necessary for the protection of the Club against a dishonest signing officer, or for protection against the loss of the Club’s monetary transaction records.
- 6.4 Under the B.C. Societies Act, the AMS must be audited once a year or it will lose its status as a society. Before the auditor will sign the financial statements of the AMS they must be certain that all monies of the society (including monies held by all AMS service organizations, clubs and undergraduate societies) have been accounted for. Therefore, so as not to put the status of the AMS as a society in jeopardy, the above rule **MUST** by strictly adhered to.
- 6.5 All membership fees must be deposited in the AMS club account.

THE SOLE SIGNING OFFICER OF THIS ORGANIZATION SHALL BE THE:

_____ VP Finance

ARTICLE 7: CONSTITUTIONAL AMENDMENTS

- 7.1 An amendment may be proposed at a General Meeting if it is passed by the Executive Committee and presented with signed minutes.
- 7.2 An amendment may be proposed at a General Meeting if it is presented by a signed petition representing ten percent (10%) of the **non-executive active membership**.
- 7.3 All amendments to the Constitution shall be proposed at a General Meeting of the Club at least two weeks before they are voted upon. All amendments must be passed by two-thirds (2/3) majority at the General Meeting where the quorum is fulfilled.
- 7.4 All amendments shall be forwarded to the SAC Vice-Chair and shall be favourably voted upon by SAC in order to become effective.

ARTICLE 8: QUORUM

- 8.1 Quorum for all general meetings shall be (a) twenty percent (20%), or (b) 10 persons in the Active membership of the Club, whichever is lower; the above quorum requirements exclude members of the Executive.

BYLAWS

BYLAW 1: GENERAL MEETINGS

- 1.1 Each Club shall have at least one General Meeting during each term of the school year. There shall be a minimum of one (1) Annual General Meeting (AGM) during the University winter session.
- 1.2 A General Meeting shall be called by the President at the request of the Executive Committee.
- 1.3 A General Meeting shall be called by the President on receipt of a petition representing at least forty percent (40%) of the active membership of the Club, or quorum as specified in the Club constitution, whichever is lesser. The dates must be at least seven (7) days after the initial receipt of the petition.
- 1.4 Notice of the General Meeting shall be posted in an obvious place at least seven (7) days before the meeting is to take place.
- 1.5 The President shall post the Agenda for the General Meeting at least three (3) days prior to the meeting.
- 1.6 Minutes of the meetings must be kept if Club decisions are to be upheld by SAC in case of dispute, and shall be the accepted record of proceedings.

BYLAW 2: ELECTIONS

- 2.1 The election of Executive Officers shall take place during the first two (2) weeks of March.
- 2.2 Voting shall take place through secret ballot.
- 2.3 Nominations shall be submitted to the President at least a week before the election meeting. If the President is running for a second term, the **VP Internal** shall accept nominations.
- 2.4 The President may accept nominations from the floor.
- 2.5 **The new Executive Committee will attend the current executive team's meetings until the last day of classes when the new executive shall assume office.**
- 2.6 Results of the election shall be submitted to the SAC Vice-Chair no later than seven (7) days after the election.

- 2.7 Appointed positions will be voted on during the first executive meeting after the incoming executive team has been voted in, wherein the previous executive team is still present.
- 2.7.1 If a member of the previous executive team is running for an appointed position, said executive must exit the room while discussion and voting on the position he/she is running for is taking place.
- 2.8 By-elections shall be called by the President to fill vacant Executive positions. In the event of the Presidency being vacated, the Vice-President Academic will take over the position until the VP Internal can call a by-election.
- 2.9 The elected President of the club cannot also be the signing officer of the club.

BYLAW 3: ELIGIBILITY OF EXECUTIVE OFFICERS

- 3.1 Only living, Active Members of the Alma Mater Society shall be eligible to hold executive offices.
- 3.2 All Executive Officers must be registered in at least one class (3 credits) during both Winter Sessions (at least a 6 credit total).
- 3.3 Only those who have participated in a team conference will be able to run for executive positions
- 3.3.1 Only previous Head Delegates or Executives can run for President
- 3.4 Directors and Undersecretaries for VP Executives may be appointed if the Executive Committee agrees on the position and the appointee by a 2/3 majority
- 3.4.1 Directors and Undersecretaries do not hold voting rights within the Executive Council
- 3.4.1.1 Directors and Undersecretaries hold proxy vote should the VP responsible for their portfolio be unable to attend the executive meeting
- 3.4.2 Directors and Undersecretaries will report to the Executive under which they are appointed
- 3.4.3 Directors and Undersecretaries are allowed to run for President

BYLAW 4: MEMBERSHIP PRIVILEGES

- 4.1 Only Active AMS members shall vote, sign Petitions or be elected to the club executive.

4.2 Access to club funding for conference fees.

4.3 Eligibility to run for Head Delegate(s) positions

4.3.1 Executive Team will vote to appoint Head Delegate(s)

4.3.2 Perspective Head Delegate(s) will be interviewed by a panel of executive members

4.4 Active MUNSA members and associate members can attend conferences with the club

4.4.1 Priority for conference attendance will be given to active MUNSA members

BYLAW 5: EXECUTIVE DUTIES

Title Duties

- President
- 5.1.1 Act as liaison to the Student Administrative Commission
 - 5.1.2 Calling an Annual General Meeting
 - 5.1.3 Call an executive vote on which conferences the team will attend
 - 5.1.4 Calls for executive vote to appoint for Head Delegate(s) for each conference
 - 5.1.5 Help Head Delegates pick their team for each conferences
 - 5.1.6 Act as Head Delegate for at least one conference during the term
 - 5.1.7 Train Head Delegates or VPs when they take office
 - 5.1.8 Train the President-elect that shall take office at the end of their term for the next year

Title Duties

- VP Finance
- 5.2.1 Act as liaison to Finance Commission
 - 5.2.2 Act as the sole signing officer of the Club

- 5.2.3 Work with the VP External to secure sponsorship
- 5.2.4 Work with VP Logistics to apply for funding and grants
- 5.2.5 Coordinate with Head Delegates for fundraising efforts for every conference
- 5.2.6 Collecting and issuing funds, and maintaining all financial records
- 5.2.7 Train the incoming elect VP Finance for the next year

Title Duties

VP Logistics _____

- 5.3.1 Research and plan travel and stay arrangements for conferences
- 5.3.2 Coordinate with the Head Delegate to book arrangements for conferences
- 5.3.3 Work with VP Finance to apply for funding and grants
- 5.3.4 Act as one of two Bookings representatives of the club
- 5.3.5 Train the incoming elect VP Logistics for the next year

Title Duties

VP Internal _____

- 5.4.1 Plan events and special meetings
- 5.4.2 In charge of new member recruitment
- 5.4.3 Maintain a database of members
- 5.4.4 Send out regular update emails on club activities
- 5.4.5 Act as one of the two Bookings Representatives of the club
- 5.4.6 Train the incoming elect VP Internal for the next year

Title Duties

VP External _____

- 5.5.1 Work with the VP finance to secure sponsorship

5.5.2 Liaison officer between the club, other clubs, & UBCMUN

5.5.3 Act as publicity officer for the club

5.5.4 Train the incoming elect VP External for the next year

Title Duties

VP Academic

5.6.1 Work with VP Internal to plan monthly general meetings

5.6.2 Work with Head Delegates to train their teams

5.6.3 Train the incoming elect VP Academic for the next year

ALL EXECUTIVE CONTACT INFORMATION MUST BE UP-TO-DATE.

5.1 Executives are expected to attend every executive meeting. If unable to attend, they must submit an explanation in writing 24 hours in advance.

5.2 Unless otherwise stated, the quorum of executive meetings shall be 75% of all Executives

5.2.1 Executive votes need, unless otherwise stated, a simple majority (fifty (50) percent plus one (1)) (50%+1) of all Executives in attendance

5.4 Dismissal

5.4.1 The possible dismissal of an Executive member from their position will be considered only in extreme circumstances, and only after adequate amounts of advice and warnings from the President, of which at least one (1) warning be in writing and of which may have the signature of the executive to indicate their understanding and receipt of the warning

5.4.2 Removal of an executive member requires at least seventy-five percent (75%) majority vote by the Executive Council, in which all Executives must be present

5.4.3 The President may be removed after a written warning, signed and presented by fifty percent (50%) of the executive council. After which an executive meeting will be called, and eighty percent (80%) of the Executive Council must vote in favor of removal

5.5 Should the President be unable to fulfill their duties, VP Academic will become acting President

BYLAW 6: PROCEDURE

- 6.1 All procedural matters shall be governed by Robert’s Rules of Order, Newly Revised.
- 6.2 Any further discrepancies shall be decided by Student Council, which is the final authority.

BYLAW 7: MEMBERSHIP FEES

- 7.1 Fees shall *not* be refundable under any circumstances
- 7.2 The Executive Committee may amend the fees at the first Executive meeting of the winter session, but the amendment shall not be valid unless passed by SAC.
- 7.3 Active membership fees shall be:

\$10
- 7.4 Associate membership fees shall be at least fifty percent (50%) more than the Active membership fees.

\$20
- 7.5 Honorary membership fees shall be zero (0) dollars.
- 7.6 Memberships cannot be sold or transferred.

BYLAW 8: COMMITTEES

- 8.1 Committees shall be appointed by the Executive Officers or at a General Meeting. The Executive Officers still shall take the responsibility to supervise and control the activities of all the committees.

BYLAW 9: BUDGET

- 9.1 In accordance with the AMS Bylaw 13(6), all funds shall be remitted to the Finance commission by May 30th.
- 9.2 An annual report including a statement of Club proposed expenditures and expected revenues shall be submitted to the Finance Commission along with the budget.

BYLAW 10: INTERPRETATION

4.9 Nothing in these bylaws shall be interpreted in a manner contradictory to the AMS Constitution, Code, rules, regulations or policies enacted from time to time by the Alma Mater Society.

EXECUTIVE OFFICERS:

All Executives must be Active Members of the AMS.

Position: President

Name: Lena Raxter Student #: 41016114

Email Address: ubc.munsa@gmail.com Tel #: (604) 368-3992

Position: VP External

Name: Scott Lee Student #: 35174135

Email Address: vpexternal.munsa@gmail.com Tel #: 778-385-9447

Position: VP Internal

Name: Verna Yam Student #: 32830135

Email Address: vpinternal.munsa@gmail.com Tel #: 778-320-4022

Position: VP Finance

Name: _____ Student #: _____

Email Address: finance.munsa@gmail.com Tel #: _____

Position: VP Logistics

Name: Angela Tien Student #: 53377131

Email Address: logistics.munsa@gmail.com Tel #: (778) 994-7743

Position: VP Academic

Name: Ayush Datta Student #: 54297130

Email Address: vpacademic.munsa@gmail.com Tel #: 778-929-5447

ALL EXECUTIVE CONTACT INFORMATION MUST BE UP TO DATE.
ANY CHANGES MUST BE SUBMITTED TO THE SAC VICE-CHAIR.

ACTIVE MEMBERSHIP

To be constituted, you must have and maintain at least 10 active non-executive UBC members

Name:	Student #:
1. ___Lena Raxter_____	41016114_____
2. ___Arthur Nogacz_____	11233129_____
3. ___Keepa Karmacharya_____	23840119_____
4. ___Ayush Datta_____	54297130_____
5. ___Kaidie Williams_____	19922137_____
6. ___Srinjoy Chakraborty_____	14528137_____
7. ___Ralph Tsang_____	46116125_____
8. ___Angela Tien_____	53377131_____
9. ___Tiago de Souza Jensen_____	38717138_____
10. ___Connor Stewart Hunter_____	39779129_____
11. ___Verna Yam_____	32830135_____
12. ___Alissa Rogova_____	36216117_____
13. ___Beckie Che_____	44407104_____
14. ___Quartermain Lim_____	19159136_____
15. ___Josh Tan_____	50323120_____
16. ___Vyas Saran_____	30499115_____
17. ___Harman Walia_____	46850137_____
18. ___Scott Lee_____	35174135_____

ASSOCIATE MEMBERSHIP

Name:

Affiliation:

1. ___ Valerie Ziegler _____ Non-UBC member _____

2. _____

3. _____

HONORARY MEMBERSHIP

Name:

Affiliation:

1. ___ Joy Yap _____ UBC alumni _____

2. _____

Note: The number of Associate and Honorary members may not be more than one third (1/3) of the total membership.

DOCUMENTATION

Please also attach a copy of the following:

1. Letter to SAC Vice-Chair that further explains the intended purpose of the Club.
2. Filled in Club Constitution; one (1) soft copy and one (1) hard copy.
3. Annual plan of events and activities for one (1) year.
4. Filled in Prospective budget template for one (1) year; one (1) soft copy and one (1) hard copy.

This Constitution is submitted by: _____

Position: _____

Date: _____

Signature: _____