

Model United Nations Student Association

6133 University Blvd, Vancouver BC, V6T 1Z1

Delegate Code of Conduct

14 June 2017

I. Introduction

This code of conduct applies to any person accepting a position of a delegate as a part of a Model United Nations Students Association, hereafter referred to as MUNSA, delegation to a Model United Nations (MUN) conference or participating as a delegate in one of MUNSA's one-day conferences. The code clearly defines the obligations of delegates as representatives of MUNSA prior to, during, and after the conference. For the purpose of this document, the "executive team" will refer to the club executives of MUNSA; the "Academic team" will refer to the Vice-President Academic and the Undersecretary to the Vice-President Academic; "conference" will refer to the MUN conference you have been selected as a delegate for. This document also lays out the process for addressing disciplinary issues, should they arise. Dismissals are defined in the "Disciplinary Policies" section of this document.

II. Conduct within MUNSA and at Conferences

1. MUNSA respects the privacy of delegates and as such does not wish to interfere with their personal lives and behaviour outside our conferences. However, accepting a delegate position with MUNSA's delegation carries certain obligations regarding conduct before, during, and after the conference.
2. You should treat fellow members of MUNSA's delegation with courtesy and respect. You should also extend the same courtesy to other delegations, head delegates, faculty advisors, conference staff members, hotel guests and staff while at the conference. You should strive to avoid any behaviour at the conference that may create an atmosphere of hostility or intimidation. As such, act professionally in all dealings related to the conference.

3. You are expected to act with integrity and should avoid any behaviour that would reflect adversely on you or MUNSA, including but not limited to public intoxication, any form of harassment, and offensive comments.
4. You are expected to act with tolerance, respect, and impartiality toward other persons' cultures, identities, and backgrounds. No delegate will be discriminated against on the basis of actual or perceived race, ethnicity, nationality, religion, colour, sex, age, sexual orientation, gender identity or disability.
5. The structure and organization of MUNSA must be respected at all times. Though club executives have an open door policy, attempts to resolve any conflicts within the delegation should be made between the parties involved first.
6. The President or the Vice-President Academic, at their discretion, may establish other policies for delegates to attend conferences. Any such change in policy shall be communicated to concerned delegates as soon as possible.
7. You must respect and comply with MUNSA's refund policy for conferences. This can be found at: <https://ubcmunsaca.files.wordpress.com/2016/07/munsa-refund-policy.pdf>

III. Expectations

- You must provide advance notification of any vacations, meetings or other obligations that may cause you to be unavailable for an extended period of time, especially if they interfere with training sessions and established deadlines for payments or position papers.
- You are expected to respond to any MUNSA communication that requires a reply within 24 hours unless previous arrangements have been made.
- You must meet all deadlines and complete all assigned tasks prior to the conference.
- You must agree to accept any country that is assigned to you by the Head Delegate team. Changes to country assignments are not permitted, barring extenuating circumstances at the discretion of the Academic team.
- You agree to respect any decisions made by the Head Delegate team for the purpose of the conference and acknowledge non-compliance may result in a warning or dismissal.
- If you feel that you have been treated unfairly by a Head Delegate, you should try to bring it to the attention of the Academic team.

- If you believe that you or any other delegate on MUNSA's delegation has encountered any form of harassment and discrimination, **including but not limited to** sexual, racial, personal or age, you should try to bring it to the attention of a Head Delegate. They will follow-up to the concerned staff members of the conference.
- You must abstain from any illicit drugs during the conference. If a conference has a policy regarding certain controlled substances, you must respect and comply to it. Failure to do so will result in an immediate dismissal.
- You must be punctual and attend all committee sessions. Failure to attend committee sessions, without prior consent from the Head Delegate team, may result in a warning. Repeated warnings will result in a dismissal.
- You agree to partake in the travel and residential arrangements made by the Vice-President Logistics. Travelling individually to the conference venue and not staying at the official conference venue is not permitted, unless other arrangements have been made by the Vice-President Logistics. Any exception to this policy will be made on a case-by-case basis, at the discretion of the President, the Vice-President Academic, and the Vice-President Logistics.
- You are required to complete a feedback survey at the end of the conference; the survey will be sent out after the end of the conference and must be completed within 14 days of you receiving the aforementioned survey.
- By accepting a delegate position with MUNSA, you permit MUNSA to use your photographs or likeness in any of its publications and promotions; and allow members designated by the executive team to take photos or videos of you during the conference.

IV. Disciplinary Policy

Delegates should understand that failure to perform the duties described above and as assigned, and/or acting in manner inconsistent with MUNSA policies may result in immediate dismissal. For the purpose of this document, a dismissal is defined as:

1. If a dismissal is issued prior to the conference, it would entail prohibition from attending the conference and any future conference during the academic year.
2. If a dismissal is issued during the conference, it would entail prohibition from attending any future conferences during the academic year.

At any time, the Academic team reserves the right to modify the dismissal policy as it sees fit. All disciplinary actions will be undertaken in consultation with the President and Vice-President Academic of MUNSA. Typically, MUNSA will, through Head Delegates or the executive team, issue warnings for poor performance to allow time for improvement and to avoid dismissal.

The policy for warnings and dismissal is outlined below:

- Certain violations and their associated disciplinary policy have been outlined in the Expectations section of this document. In all such cases, those policies take precedence.
- Failure to meet a deadline and/or failure to complete any other task as assigned by the Head Delegates or any member of the executive team may result in an oral or written warning from the Head Delegates and/or the executive team.
- Warnings shall include a new deadline by which the unfinished task must be completed. Failure to meet this deadline is grounds for a dismissal.
- Warnings are **not required** prior to dismissal. Any flagrant violation of MUNSA's policies or the delegate code of conduct will result in an immediate dismissal.
- The President and/or the Vice-President Academic, at their discretion, may allow previously dismissed delegates to attend a conference.
- Refunds for any dismissed delegate will be governed by MUNSA's refund policy.
- Other disciplinary action, including but not limited to removal of any MUNSA funding and prevention from running as Head Delegate for a year, may be taken at discretion of the President and/or the Vice-President Academic.

This policy is subjected to the sole interpretation of the Academic team and any decisions on the policy and code of conduct made by the same are final and reign over this document.

V. Appeals

All decisions regarding disciplinary action are generally final. However, if you feel that you were dismissed due to an error or believe that you deserve special consideration because of extenuating circumstances, you may submit an appeal to repeal the disciplinary action. Such appeals must be made within 48 hours of MUNSA informing you of the dismissal.

In your appeal, you must outline the circumstance(s) that resulted in the conduct which caused your dismissal. Appeals must be typed in 10pt size Times New Roman font and should be no longer than one page. Submit your appeals, in **pdf, doc, or docx** format, to president.munsa@gmail.com and vpacademic.munsa@gmail.com.

Your appeal will be judged by a board of club executives. Concerned head delegate(s) will be asked to provide the reasons as to why you were initially dismissed. The appeal outcome will be final and you cannot re-appeal.