

# Model United Nations Student Association

6133 University Blvd, Vancouver BC, V6T 1Z1

## Head Delegate Code of Conduct

14 June 2017

### I. Introduction

This code of conduct applies to any person accepting a position of Head Delegate, hereafter referred to as HD, as a part of a Model United Nations Students Association, hereafter referred to as MUNSA, delegation to a Model United Nations (MUN) conference. The code clearly defines the obligations of HDs as representatives of MUNSA prior to, during, and after the conference. For the purpose of this document, the “executive team” will refer to the 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 HDs and as such does not wish to interfere with their personal lives and behaviour outside our conferences. However, accepting a HD 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 (apart from serious conflicts such as any form of discrimination) 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 intimidated to concerned delegates as soon as possible.
7. You must respect and comply to 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 notifications of any vacations, meetings or any other obligations that may cause you to be unavailable for an extended period of time, especially for training sessions and meeting established deadlines for payments and position papers.
- You are expected to respond to any MUNSA communication that requires a reply, including but not limited to emails from the executive team, 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 attend any meetings or trainings scheduled for the conference by the executive team unless previous arrangements have been made.
- 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.
- If you believe that you or any other delegate/HD 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 bring it to the attention of the rest of the Head Delegate team, the President, and the Academic team. Such issues will then be brought up to the Secretary-General of the conference.

- You must attend any Head Delegate meeting that is scheduled during the conference and strive to provide constructive feedback and voice delegate concerns. The attending HDs to such meetings will be decided by the entire HD team.
- As part of your appointment as HD, you agree to supervise a set number of delegates and work closely with the Academic team to mentor delegates and ensure an enjoyable conference experience for all delegates. The number of delegates assigned to you will be decided in the first HD meeting prior to the conference.
- 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. Additionally, you are required to supervise delegates during travel and the hotel stay to ensure their safety. 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 agree to work with the Vice-President Academic to determine attending delegates and country assignments in an unbiased manner.
- You are required to submit to the Vice-President Academic a survey detailing delegate performance and conference feedback; the survey and a marking rubric will be sent out immediately after the end of the conference and must be completed within 21 days of you receiving the aforementioned survey.
- Upon the request of any individual delegate that has been assigned to you, you should be able to provide the delegate an analysis of their strengths and weaknesses.
- By accepting a HD 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 photo or video of you during the conference.

#### **IV. Disciplinary Policy**

Head 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 will be defined at the time when it is issued:

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.

All disciplinary actions will be undertaken in consultation with the President and Vice-President Academic of MUNSA. MUNSA will, through 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 has 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 executive team may result in an oral or written warning from the President and/or Vice-President Academic.
- 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 head 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 or HD 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 or Executive positions 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](mailto:president.munsa@gmail.com) and [vpacademic.munsa@gmail.com](mailto:vpacademic.munsa@gmail.com).

Your appeal will be judged by a board of club executives as outlined in the refund policy. Other 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 unless new reasons come to light.