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Presented \_\_\_\_\_ Constituted \_\_\_\_\_ Defeated \_\_\_\_\_

Primary Acct. Code: \_\_\_\_\_ Deconstituted \_\_\_\_\_



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# CLUB CONSTITUTION

## The Recognized Constitution of:

Model United Nations Student Association

March 26, 2019

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

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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  
(Updated March 2019)**

**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 among university and high school students across the Lower Mainland,
- 2.2 Creating and training teams of students to represent the University of British Columbia at Model United Nations conferences,
- 2.3 Informing members about current international issues through Model United Nations in order to foster responsible global citizenship,
- 2.4 Providing skills development to members, by providing opportunities to practice research, writing, public speaking, teamwork, leadership, and debate.

### **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) Academic 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 30<sup>th</sup>.
- 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 Vice-President Finance
- 5.3 Vice-President Logistics
- 5.4 Vice-President Internal
- 5.5 Vice-President External
- 5.6 Vice-President Academic-External
- 5.7 Vice-President Academic-Internal
- 5.8 Vice-President Marketing and Communications

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

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## **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. A General Meeting shall be called by the President at the request of the Executive Committee.
- 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 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-External will take over the position until the VP Internal can call a by-election.
- 2.8 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
- 3.4 Directors and Undersecretaries for VP Executives may be appointed by the Executive Committee
  - 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

#### **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

#### **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 Supervise and support the work of the executive team
  - 5.1.4 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 Submitting an annual budget of the club to the AMS
  - 5.2.4 Overseeing all financial activities and maintaining all financial records of the club, which includes managing payments for domestic/international conferences and other club activities
  - 5.2.5 Organizing reimbursements for the club expenses to individuals who have paid on behalf of the club



5.2.6 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 Act as one of two Bookings representatives of the club

5.3.4 Train the incoming elect VP Logistics for the next year

**Title Duties**

VP Internal

5.4.1 Plan non-academic club events and socials, including MUNSA's Welcome to MUN event.

5.4.2 Plan pre-conference socials for travel teams.

5.4.3 Assist and supervise general management of the office and organize meeting minutes.

5.4.4 Train the incoming elect VP Internal for the next year

**Title Duties**

VP External

5.5.1 Conduct and supervise MUNSA's outreach to other clubs and organizations at UBC

5.5.2 Organize MUNSA's outreach outside of UBC, including to high school students and organizations

5.5.3 Manages MUNSA's position in the Global Lounge

5.5.4 Train the incoming elect VP External for the next year

**Title Duties**

- VP Academic-External\_\_\_\_\_ 5.6.1 Apply for travel conferences on behalf of MUNSA
- 5.6.2 Select Head Delegate(s) for travel conferences
- 5.6.3 Organize delegate applications
- 5.6.4 Assist Head Delegate(s) with delegate selection and assignments
- 5.6.5 Lead delegate training in the lead up to travel conferences
- 5.6.6 Train the incoming elect VP Academic for the next year

**Title Duties**

- VP Academic-Internal\_\_\_\_\_ 5.7.1 Hire staff for one-day conferences
- 5.7.2 Work with one-day conferences staff to choose committee(s), topic(s), and develop substantive material
- 5.7.3 Organize the logistical element of one-day conferences, including delegate registration, placards, etc.
- 5.7.4 Organize regular academic-focused club meetings to better achieve the purposes of the club
- 5.7.5 Train the incoming elect VP Academic-Internal for the next year

**Title Duties**

- VP Marketing and Communications 5.8.1 Manage and maintain MUNSA's social media platforms including Facebook, Twitter, Instagram and Snapchat
- 5.8.2 Organize and update MUNSA's website
- 5.8.3 Send bi-weekly or monthly emails to members and the mailing list to update on events and conferences
- 5.8.4 Train the incoming elect VP Marketing and Communications 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.
  - 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-External 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 30<sup>th</sup>.

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**

10. 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: \_\_\_\_\_