

## CWRUMUN Constitution

### **Article I: Charter**

1. The official name of this organization shall be the Case Western Reserve University Model United Nations (CWRUMUN).
2. This Constitution shall be the supreme governing document for the organization.
3. There shall be a document known as the CNMUN Bylaws that shall govern the CWRUMUN's operation and organization of the Cleveland National Model United Nations Conference. This document shall also be considered authoritative under this Constitution.
4. All authority for CWRUMUN not specifically addressed in this Constitution or the CNMUN Bylaws shall be reserved for the General Body of Members, meeting in regular session.

### **Article II: Purpose:**

The Case Western Reserve University Model United Nations Club exists for the purposes of:

1. Representing Case Western Reserve University (CWRU) with honor and distinction at Model United Nations Competitions;
2. Promoting interest in the United Nations (U.N.) and Foreign Affairs among the members of the CWRU community, and to younger generations;
3. Contributing to the self-improvement of the members through greater knowledge of the U.N. and Foreign Affairs as well as improved skills in the areas of debating, public speaking, consensus building, and group organization; and
4. Encouraging confraternity among the members.

### **Article III: Membership and Voting Rights**

1. Membership is open to all interested parties without discrimination.
2. Members shall assist each other in fulfilling the club purposes found in Article II of this document.
3. Anyone who is participating in CWRUMUN for the first time shall be referred to in this document as a "new member". A new member shall be permitted to maintain this status until two weeks after completion of his or her first Conference, or one Academic Year following his or her first participation as a member of the Club, whichever comes first. An individual shall only be considered a new member once.
4. Members shall be asked to pay \$60 in dues to the Club for an Academic Year. Payment of such dues shall be required to receive a subsidy for Conference travel expenses from club funds.
  1. Dues for returning members must be paid by a time set by the Secretary of the Treasury, not to precede the third meeting of the year, and not to exceed the first conference of the academic year.

2. Members who are returning in the Spring Semester from an academic absence such as participation in Co-Op or Junior Year Abroad in the Fall Semester shall be permitted to pay their dues before receiving a delegate assignment to a Spring Semester Conference or the first meeting in February, whichever occurs first.
  3. A new member shall be invited to attend one Conference, with the same compensation accorded to a dues paying member, without paying dues.
  4. A new member shall be given two weeks after completion of his or her first Conference to choose to pay dues for the right to receive subsidization for further Conferences in the Academic Year.
  5. Late payment of dues shall only be permitted with prior consent of either the executive board or two-thirds of those present and voting at a General Meeting.
  6. A late fee of 20% will be charged for members paying dues without deferment after the applicable due date found in subclauses 4.1,4.2,4.3 and 4.5
5. Members shall have voting rights, and be referred to as "voting members," if they have paid the dues specified in Article III for the current Academic Year meet one of the following criteria:
1. are attending one of the first two meetings of the Semester, and were voting members at the time of the last meeting of the previous semester,
  2. are attending one of the first two meetings of the Semester, and are returning from an academic absence such as participation in Co-Op and Junior Year Abroad, and were voting members before leaving;
  3. have attended two previous meetings in the current semester and at least 50% of the meetings that have been completed in the current Semester;

#### **Article IV: Executive Board**

The CWRUMUN shall have an Executive Board with the responsibility of managing the day-to-day affairs of the Club. The Executive Board shall be comprised of a President, the Secretary-General, and the Presidential Cabinet. The Presidential Cabinet shall consist of those Officers who are appointed by the President and confirmed by the General Body. The members of the Cabinet shall be the Secretary of State, Secretary of the Interior, Secretary of the Treasury, and Commissar.

1. President:
  1. The President shall be directly responsible for ensuring that the Club fulfills the provisions of Article II of this document.
  2. The President shall assist the Club in formulating specific goals for each Academic Year in the interest of pursuing the provisions of Article II,
  3. The President shall have the power to do all things necessary and proper to ensure the fulfillment of the provisions of Article II and the completion of all goals set by the General Body at a general meeting.
  4. The President shall be the primary representative of the club to the CWRU Administration and all other organizations.

5. The President shall preside at all meetings of the Executive Board, and at all meetings of the General Body.
  6. The President shall be responsible for building confraternity among the members, in part by organizing social events that encourage mutual friendships among the members.
2. Secretary of State:
    1. The Secretary of State shall also hold the title of Executive Vice-President, and shall fulfill the duties of the President if the President is unable to fulfill these duties or if the President is absent.
    2. The Secretary of State shall be directly responsible for CWRUMUN's registration and travel arrangements for Competitions.
  3. Secretary of the Treasury:
    1. The Secretary of the Treasury shall be responsible for making all disbursements from and deposits to the club's accounts.
    2. The Secretary of the Treasury shall maintain up-to-date financial records for the Club and shall be able to present a copy of these records upon request.
    3. The Secretary of the Treasury shall endeavor to ensure that the club has enough funds to meet the purposes stated in Article II, and all other activities undertaken by the club.
    4. The Secretary of the Treasury shall maintain the budget and the club's past financial records.
    5. The Secretary of the Treasury shall present a statement of the Club's finances at each general meeting.
  4. Secretary of the Interior:
    1. The Secretary of the Interior shall record accurate minutes of each meeting of the Executive Board and all general meetings of the club, and duly record all decisions transacted at these meetings. Minutes shall be placed on the model un mailing list no later than 48 hours following the close of a meeting.
    2. The Secretary of the Interior shall maintain accurate records of meeting attendance and excused absences.
    3. The Secretary of the Interior shall have available, at each general meeting, a list of voting members as described in Article III.
    4. The Secretary of the Interior shall maintain an official copy of the Constitution and CNMUN Bylaws, with date of ratification, and have these documents available for reference at all meetings.
    5. The Secretary of the Interior shall be responsible posting meeting reminders at least 24 hours before the meeting is held to the CWRUMUN mailing list.
    6. The Secretary of the Interior will inform Student Affairs and the Observer of awards won by club members at a conference.
  5. Commissar:
    1. The Commissar shall undertake to train the members of the club, so that they may better assist the club in fulfilling the provisions of Article II.

2. The Commissar shall ensure that all members are able to subscribe to the model un mailing list.
3. The Commissar is to act as the head delegate for the club while the club is attending conferences, or is otherwise away from the CWRU campus.
4. The Commissar is charged with the organization and leading of the club when it is way from the CWRU campus or at a conference setting.
6. Secretary-General (SG):
  1. The SG is elected in accordance with Article VIII.
  2. The SG shall run any conference CWRUMUN chooses to host.
  3. The SG shall run any event hosted by CWRUMUN in which outside high school or college MUN teams are involved.
  4. The SG sits on the Executive Board.
  5. The SG has the power to appoint and remove Undersecretaries and Chairs as he or she feels necessary.
  6. The SG shall assist the Commissar in running mock mods and other related simulations.
7. Public Relations Representative
  1. With approval from the President, the Public Relations Representative shall advertise club meetings or events around campus through the use of chalking, fliers, or whatever the Public Relations Representative and the President sees fit.
  2. The Public Relations Representative will assist the President in organizing campus events such as a campus lecture from a guest speaker, a benefit dinner, SATCO, Springfest, Activities Fair, or a movie sponsoring event through Film Society.
8. Secretary of the Archives
  1. The Secretary of the Archives will keep a scrapbook of pictures from club meetings, events, simulations, and conferences. He or she will also note in the scrapbook all awards won at conferences and the Executive Board of the year.
  2. The Secretary of the Archives will also create an online database of collected photos that all members and alumni will be able to access.
  3. The Secretary of the Archives will keep a record of all position papers written by club members, all study guides for various conferences used by club members, and resolutions passed in committees that all club members attend.
  4. The Secretary of the Archives will establish and maintain both a physical and online database that compiles all training related materials. The training related material database(s) shall be available for all club members to access.

#### **Article V: Meetings of the Executive Board**

1. The Executive Board shall meet periodically as the Board deems necessary, to ensure coordination and cooperation among its members, and to formulate proposals for the General Body.

2. Results of such a session must be publicized to the members within 24 hours.
3. All meetings of the Executive Board shall be open, unless the meeting is closed by unanimous consent of the Executive Board for consideration of a publicized Agenda.

#### **Article VI: Meetings of the General Body**

1. A General Meeting of the members of CWRUMUN shall be held weekly during normal school weeks of the Academic Year.
2. A proposal to change the weekly meeting time may be voted upon at a general meeting, only if it was submitted to the model un mailing list at least five days previous to the vote. Such a vote requires a 2/3rds majority of present voting members. Votes on such an issue may be submitted in writing, by proxy, to the President, prior to the vote.
3. The President has discretionary power to veto any meeting time change that would make him unable to attend the meetings, or would cause a significant problem for a substantial number of full members.
4. The President or the General Body may call for a special meeting to be held in addition to the regular general meetings. Substantive votes may not be undertaken at special meetings. The General Body acting under special session, may, however, recommend that the President take action under Article IV.1.c, subject to the review of the General Body at the next regular general meeting.

#### **Article VII: Selection of the President**

1. The President may announce that Presidential Elections will be held at any time at least one week after such an announcement is made. In the event that the Presidency becomes vacant, Presidential Elections shall automatically be held at the first general meeting that occurs at least one week after the vacancy is announced to the members.
2. Presidential Elections must be held at least once between Spring Break and the First Spring Semester Reading Day of each Academic Year.
3. The Secretary-General shall preside over a presidential election, and accept nominations and seconds. Should no Secretary-General be present or in office, the presider will follow the list in order:
  1. Commissar
  2. Secretary of the Interior
  3. Secretary of the Treasury
  4. Secretary of State
  5. Public Relations Representative
  6. Secretary of the Archives
4. Any Active member may run for President who has:
  1. While a member of CWRUMUN, attended all sessions of at least one Competition;
  2. While a member of CWRUMUN, attended all sessions of at least one CNMUN Conference; and

3. Been nominated and seconded by two other voting members of CWRUMUN at least 48 hours prior to the election, with the nomination thus publicized on the Agenda.
5. If no qualified candidate accepts his or her nomination for President by the time of the election, then nominations shall be opened first to all Voting Members, and then to all members accordingly.
6. During the voting procedures, each candidate shall be given an opportunity to make a speech to the General Body, and to answer questions from the General Body. Following the speeches and questioning of all candidates, the candidates shall be asked to leave the room, and the General Body shall have an opportunity to speak on behalf of or in regards to the candidates behind closed doors. A record shall not be made of the closed-door discussion.
7. Following the completion of voting procedures voting shall commence via secret ballot. The candidates shall be allowed back into the room when voting is complete. Voting by proxy shall not be permitted in elections. All present voting members, including an outgoing President, shall be permitted to vote. Write-ins shall not be permitted. A voting member may only abstain by choosing not to submit a ballot in an election.
8. The presiding officer shall appoint two members to count the ballots, who shall then immediately announce the results of each round of voting to the members. In the event of voting irregularities, they shall describe in detail the irregularities to the members, and ask for a revote. Following a successful vote, candidates shall then be called in, and they shall then announce the winner, but not the vote totals, to the candidates.

#### **Article VIII: Election of Other Officers:**

1. The Secretary-General shall be elected independently in accordance with the CNMUN Bylaws, and shall not be considered a member of the Presidential Cabinet as such.
2. The members of the Presidential Cabinet shall be appointed by the President, subject to confirmation by a majority vote of the General Body. Following the election, and no later than at the next regular meeting, the President-elect shall present a list of nominees to fill all positions in the Presidential Cabinet to the General Body.
3. Each nominee shall be debated and voted upon individually, in an order decided upon by the President. Each nominee shall be given an opportunity to make a speech to the General Body, and to answer questions from the General Body. Following the speeches and questioning of the nominee, he or she shall be asked to leave the room, and the General Body shall have an opportunity to speak on behalf of or in regards to the nomination behind closed doors. A record shall not be made of the closed-door discussion.
4. The new President and Cabinet shall take office upon the conclusion of the meeting at which all positions in the Presidential Cabinet are filled.

5. In the event of a vacancy for a Presidential Cabinet position, the President must ensure that this position is filled via the process described in this article by the second meeting after this vacancy occurs.

#### **Article IX: Removal from Office**

1. The President may remove a member of the Presidential cabinet from their position at any time.
2. At any time a voting member may move for a vote of "no-confidence" in the current Administration. Such a motion shall require a second from a voting member, be considered substantive, and must be announced at least five days before a vote actually occurs. It shall require a two-thirds majority of the members present and voting for passage, and voting by proxy shall not be allowed.
3. If a vote of "no-confidence" passes, the current officers shall remain in office until Presidential elections can be held at the next general meeting.
4. The Secretary-General shall not be considered a member of the Administration, and shall not be removed from office if a vote of no-confidence passes. All other members of the Executive Board shall be considered members of the Administration. Removal of the Secretary-General may only be undertaken in accordance with provisions of the CNMUN Bylaws.

#### **Article X: Parliamentary Authority**

1. The President shall generally run meetings as the President sees fit.
2. The General Body may, by two-thirds vote of those present and voting, take action under suspension of the rules.
3. The provisions of the Constitution may not be suspended.
4. The Constitution and CNMUN Bylaws may be amended by a two-thirds vote of those members present and voting at a general meeting. Such amendments must be announced at least five days prior to the actual vote, and votes by proxy, submitted in writing to the President and acknowledged before the meeting shall be permitted.

#### **Article XI: Ratification:**

1. This Constitution shall enter into force immediately upon ratification by two-thirds of those members who are present and voting at a General Meeting of the club.
2. This Constitution shall expire two years after Ratification. This Constitution must be ratified between January 1st and the start of Spring Break in each odd-numbered calendar year, beginning with calendar year 2001.
3. During Re-Ratification, the club shall duly consider all aspects of this Constitution, especially the provisions of Article II.

#### **Article XII: Transition Clause:**

1. The provisions of this Constitution shall take effect immediately upon passage.
2. The current members of the Executive Board shall remain in office until the normal end of the year elections. They may not be removed from office until this time, except by resignation or by impeachment under the terms of the previous Constitution.
3. The current President may fill the remaining officer positions in accordance with the provisions of this Constitution.

### **Article XIII: Disciplinary Actions**

1. Any member that is attending a conference and fails to attend a committee session or closing ceremonies for non-medical reasons shall not be allowed to attend any other conferences for that school year and the first conference of the next academic school year. In addition, that member must also pay a fee. The amount of the fee will be determined by the total cost the club spent for that member to attend, travel and registration costs, divided by the total number of committee sessions and closing ceremony sessions to arrive at a cost per session. Each session missed will be charged at this rate.