

**The Constitution of the New York University Model United Nations Club
Ratified On: April 20th, 2005**

Article 1. Name and Founding Date of Organization

1.01. Name of the Organization shall New York University Model United Nations at NYU.

1.01.01. The shorter title may be used: Model United Nations.

1.02. The Organization was founded at NYU in 2000.

Article 2. Mission and Practices

2.01. The mission New York University Model United Nations at NYU is:

2.01.01. To encourage vigorous debate on issues that are of vital importance in the arena of international relations and on issues that transcend boundaries and affect the future of humanity.

2.01.02. To develop an understanding of the structure of the UN, its strengths and weaknesses, and the scope and depth of the issues facing the organization.

2.01.03. To understand the dynamics of the international system and the role of the United Nations in contributing to global cooperation, peace and order.

2.01.04. To provide practical experience in multilateral diplomacy and to develop written, verbal, interpersonal and organizational skills tools necessary in the diplomatic process.

2.01.05. To stimulate discussion amongst the NYU community pertaining to current international issues with the intention of presenting areas of concert within a forum that expresses multiple perspectives in an equal opportunity setting.

2.02. The mission and the activities of the Organization shall be consistent with those of New York University and shall not be in conflict with applicable local, state or federal laws and University policies and procedures presently in place or hereafter enacted.

2.03. Hazing practices within the Organization shall be prohibited pursuant to New York State law.

2.04. Harassment practices by the Organization shall be prohibited pursuant to local, state, or federal laws and New York University policies.

Article 3. Membership and Affiliations

3.01. Membership in the Organization shall be open and limited to all fully matriculated NYU students (herein defined as students currently enrolled in a credit bearing course or courses while pursuing a degree) and other members of the University community (defined as NYU students, staff, administrators, faculty, and alumni) without regard to race, gender, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status or any other legally protected basis.

3.02. Membership in the Organization, holding an Office or role of responsibility in the Organization, or taking part in the activities of the Organization shall not be permitted when a member is on probation.

3.03. The Organization shall maintain at all times a membership of at least 10 fully matriculated students and have no more than 2/3 membership from one school or academic department. Seventy five (75) percent of an organization's membership must be fully matriculated NYU students.

3.04. The Secretary of the Organization shall submit to their OSA club advisor a comprehensive membership list containing the name, net ID, NYU email address, school, class status, and gender of each member of the organization by November 1 of each academic year and at other times deemed appropriate by OSA. If members are faculty, staff, administrators or alumni please provide their titles and affiliation with NYU.

3.05. Membership in the Organization shall be determined by attendance at fifty percent of the meetings of the Organization in an academic semester.

3.06. All fully matriculated student Members in the Organization shall have equal rights and privileges with respect to running for an office, holding an office, voting, and taking part in general meetings and activities sponsored and co-sponsored by the Organization. Non-student members shall not hold office, vote, be involved in the financial affairs, or conduct business on behalf of the Organization.

3.07. Organizations with any affiliation with a non-University organization shall submit to their OSA club advisor the non-NYU organization's name and address along with a contact person's name, title, and contact information. The Organization shall also include a statement concerning the extent of the affiliation with such organization and the mission or purpose of the organization. Affiliates must qualify as a nonprofit organization eligible for tax exemption under section 421 of the NY Real Property Tax Law and the purpose and objectives of the

affiliate must be consistent with the educational purposes of the University. The University shall determine the level at which it recognizes the affiliate and reserves the right to restrict the club from affiliating with any non-NYU organization at its discretion.

3.08. When in conflict, New York University policies shall supersede the policies of organizations that a club shall be affiliated with.

Article 4. Officers and Duties

4.01. The Officers of the Organization shall consist of a President, Vice President, a Secretary, and a Treasurer who shall constitute the Executive Board (herein so-called) of the Organization. The Executive Board shall as needed create additional positions such as operations officers, web master, and committee chairs.

4.02. The Director of Student Activities shall appoint an OSA club advisor who shall serve as an ex-officio member of the Organization's Executive Board. Ex-officio members shall serve only in a non-voting capacity.

4.03. All fully matriculated NYU student members of the Organization (as defined in Article 3) shall be eligible to be an Officer of the Organization.

4.04. Any NYU student eligible to be an Officer of the Organization shall not be permitted to hold more than one Executive Board office in that organization at any one time and shall not be permitted to hold the position of President in more than one All-Square organization.

4.05. The Officers of the Organization shall be elected by majority vote of the Members present during a meeting to be called during the Office of Student Activities' club election period in April for the express purpose of electing the officers.

4.06. Students shall not hold an office or membership in a club while on a leave of absence or on probation or studying abroad.

4.07. In April of each spring semester the club shall hold general elections for Officers and a list of the newly elected Officers as well as their positions, net ID, NYU email address, school, class status, gender, and anticipated graduation date shall be submitted by the President of the Organization to OSA via the OSA on-line club officer registration form by June 1 of each academic year.

4.08. **The President** shall call all meetings of the Membership, regular or otherwise, and shall serve as the chairman of such meetings. In addition, the

President shall, with the advice of the Executive Committee, plan and coordinate the events to be sponsored by the Organization in forthcoming terms; with the Treasurer, prepare and present an annual budget request to the All-Square Student Budget Allocation Committee (ASSBAC), and shall in all events serve as a liaison with ASSBAC, SAB and OSA. The President also acts as Head Delegate at Team Conferences and is responsible for the preparation of delegates leading up to these conferences. He/She will also be responsible for all club program forms and room reservations.

4.09. **The Vice President**, in the absence of the President, or should the President prove unable or unwilling to perform the duties described above, shall assume the responsibilities of the President. The Vice President shall also perform other duties as the President may assign from time to time. Also, the Vice President is responsible for publicity and advertising as well as on-campus, non-conference related events.

4.10. **The Treasurer** shall be responsible for maintaining accurate financial records of the Organization and shall be allowed to request checks or purchase orders on behalf of the Organization. The Treasurer, with the President, shall prepare and present any budget requests to ASSBAC. The officers shall insure that all funds are properly kept within the ASSBAC accounting system including club income. No outside accounts are permitted. In order to maintain the club continuity, the Treasurer may not serve as Treasurer in their final academic year at NYU.

4.11. **The Secretary** shall be responsible for recording accurate minutes of any Meeting, regular or otherwise, of the Membership or the Executive Committee. The Secretary shall also record all votes of the Membership or Executive Committee. The Secretary shall be responsible for the writing and distribution of a newsletter or other notice to the Membership informing them of any Meeting or other gathering of the Organization, and furthermore shall at all times maintain an accurate and complete list of the Membership of the Organization.

4.12. **The Webmaster** is in charge of creating and/or maintaining the club website where he/she will be responsible for frequent updates as to club happenings and events as well as a general explanation of the club, its function, and contact information.

4.13. The advisor to the Organization must be a member of the Office of Student Activities staff or another administrator or faculty member from the University committee and appointed by the Director of Student Activities. The Advisor shall serve as a non-voting member of the Executive Committee and shall provide guidance and administrative assistance in the preparation of a program of events to be pursued by the Organization in forthcoming academic year.

4.14. The Executive Committee shall prepare a program of events to be sponsored by the Organization in forthcoming fall and spring semesters. The program so prepared shall be presented to the Membership for their approval at a general Meeting of the Members of the Organization. The Executive Committee shall encourage Members to recommend programs to be sponsored by the Organization. When appropriate, the Executive Committee shall appoint Members to serve as committee chairs to oversee the various tasks related to the program and to solicit the involvement of other Members of the Organization.

4.15. Any Officer of the Organization may resign at any time by delivering a written notice of such resignation to each member of the Executive Board and their OSA club advisor.

4.16. If any Officer of the Organization leaves to study abroad, their term in office terminates at the end of the semester prior to their departure. If any Officer of the Organization takes a leave of absence or is placed on probation, their term in office terminates on the date the leave or probation takes effect. The Executive Board shall call a special meeting to elect a member of the Organization to fill the vacant position.

4.17. Any Officer of the Organization may be removed from office by an affirmative vote of all other members of the Executive Committee. However, that vote must be ratified by fifty (50) percent of the Membership.

4.18. An officer shall not participate in the voting process when it is related to their impeachment.

4.19. The Executive Board shall hold a special election to fill vacant officer positions no later than thirty (30) days after a position is vacated and shall register the new officer with OSA no later than fourteen (14) days following the election.

Article 5. Quorum and Meetings

5.01. A quorum shall exist at any Meeting of the Membership where at least fifty percent (50%) of the Members then in residence at NYU are in attendance.

5.02. Actions requiring a vote shall take place at any Meeting at which a quorum is present. The Secretary shall record the votes and announce the outcome. They shall also maintain records related to the vote including E-mail notices to members announcing the meeting date, time, location and agenda as well as a record of the procedures for voting and the vote count.

5.03. General Meetings of the Organization shall be held at least three times per semester at such time and place to be determined by the President.

5.04.A Special Meeting of the Membership shall be called upon written request to the President of at least twenty-five percent (25%) of the Members then in residence at NYU. Members shall set the agenda for the meeting.

5.05.All Members shall be notified via E-mail of the time, date, location and agenda of all General and Special Meetings at least one week before such Meeting. No Meeting shall be called with the intent to exclude any one Member or any portion of the Membership.

5.06.The Executive Committee of the Organization shall meet at least once before any Meeting of the Membership at such time and place to be determined by the President. At such Meetings of the Executive Committee a quorum shall be deemed to be the attendance of any three (3) members of the Executive Committee.

5.07.The Organization shall properly register with the Office of Student Activities all activities sponsored or co-sponsored by the Organization by following policies and procedures set by OSA.

5.08.The Organization shall not sponsor or co-sponsor off-campus activities without prior written approval of the Director of Student Activities.

5.09.The Organization shall not accept funding from non-NYU sources.

5.10.The Organization shall not co-sponsor activities with non-NYU organizations or individuals.

Article 6. Voting & Elections

6.01.Each Member shall have one (1) vote.

6.02.There shall be no absentee or proxy voting with respect to any matter.

6.03.All motions except those described in Section 7.02 below require an affirmative vote of a simple majority of the Membership to be effective.

6.04.All votes of the Executive Committee shall require an affirmative vote of three (3) of the Officers to be effective.

6.05. In order to run for Executive Committee position all members must express their intent to run as per the discretion of the Executive Committee.

6.06. Any member who is studying abroad during the Election semester for the following academic year may be represented by proxy of their choice, or by a written statement to be read by the Executive Committee at the time of the elections.

Article 7. Miscellaneous

7.01. This Constitution shall have been presented to the Membership of the Organization and shall be ratified by a majority vote thereof.

7.02. This Constitution may be amended or repealed by a two-thirds (2/3) majority vote of the Members of the Organization then in residence at NYU.

7.03. Any amendment to this Constitution shall be attached hereto and made a part hereof for all purposes.

7.04. A copy of this Constitution and any amendments and changes hereto shall be kept on file with the Office of Student Activities and shall be available to any Member of the Organization for inspection during reasonable office hours. The copy filed with OSA shall be the copy of record and all other versions shall be null and void.

7.05. Members may be charged dues for attending a conference or event if sufficient funds do not exist in the Model United Nations Club budget.

7.06. Either a written or oral process will be used to determine eligibility for conference attendance. The Executive Committee will then determine which delegates are best qualified for attendance.

7.06. The Executive Board of the Organization shall add all OSA mandated amendments to the club's Constitution. Failure of an Executive Board to include a mandated amendment in the Organization's Constitution does not exempt an Organization from being governed by the amendment.

7.07. Grievances related to conflicting interpretations or perceived violations of policies and procedures outlined in this Constitution shall be filed with the Student Activities Board for judgment and judicial decision.

7.08. Student publications shall print on the cover page or the page containing the table of contents the following statement: "This publication is published by New York University students and NYU is not responsible for its contents." The font size of this statement must be a minimum of 12 point and printed in a font that is clearly readable. For on-line publications or club web sites, this notice must be prominently displayed on the club or organization's home page and on each discrete publication.

7.09. Club web sites shall print on their home page the following statement: "This web site is designed and maintained by New York University students and NYU is not responsible for its design or content." The font size of this statement must be a minimum of 12 point and printed in a font that is clearly readable.

7.10. The Organization shall only use their official club name, "New York University or NYU" or any symbols or other NYU trademarks to advertise registered club activities.