

## **The By-Laws of the Model United Nations at University of California, Davis**

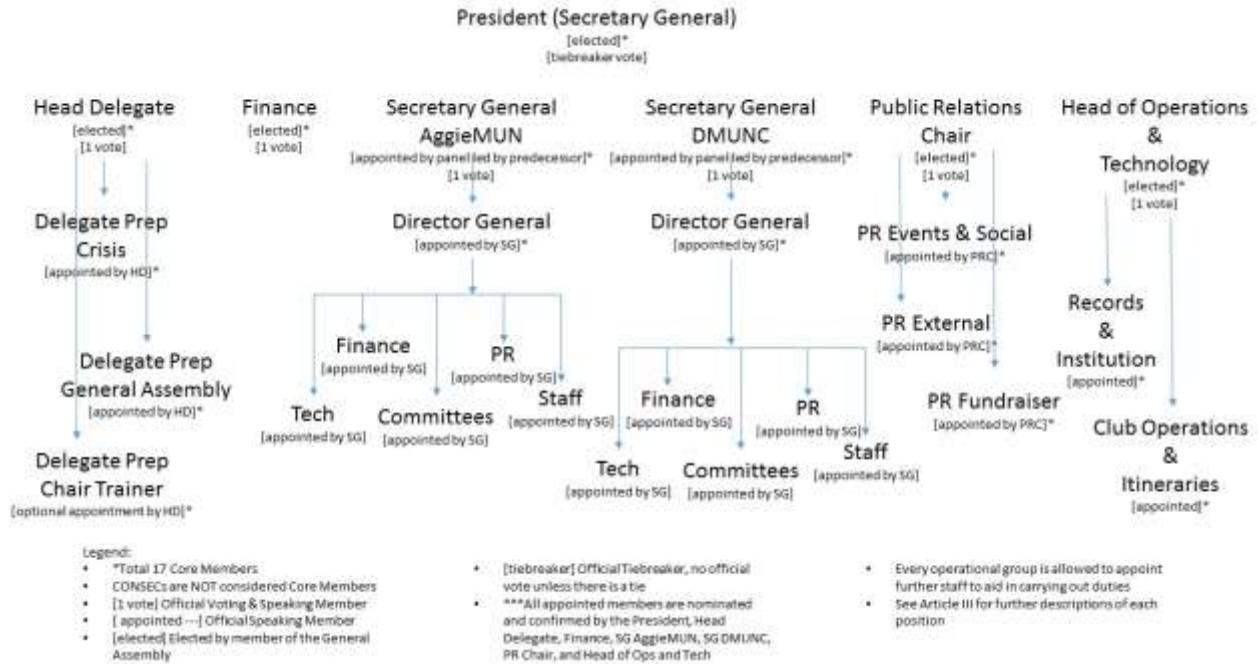
### **Article I: Name and Purpose of the Organization**

- A. This organization shall henceforth be named the Model United Nations at the University of California, Davis (MUNUCD).
- B. The purpose of the organization is:
  - 1. To conduct model sessions of the United Nations, other multilevel governmental bodies and simulated organizations, as well as to conduct other activities with the purposes and principles of these By-Laws;
  - 2. To advance its members' understanding of the principles of international relations and the means by which peace can be promoted in those relations, predominantly to explore and evaluate the role of the United Nations within the fields of politics, diplomacy, and international relations;
  - 3. To develop a greater understanding of the nations of the world's various political actors, their individual and collective policies, and the nature of their participation in the United Nations and other applicable organizations;
  - 4. To achieve, through research study and participation, an understanding of the purpose, principles, structures, and procedures of the United Nations;
  - 5. To use the knowledge of the ideals, goals, political views, and philosophies of the member states, not only to emulate or represent a country based upon its past performance in the United Nations, but also to seek new perspectives on, and solutions for, the problems that face the world in its various dimensions of development;
  - 6. To provide a means for students to compete in local, national, and international, intercollegiate competitions and hence utilize and evaluate the skills gained from such participation in those structured settings which include but are not limited to public speaking, parliamentary-style discourse, negotiation tactics, and problem solving;
  - 7. To plan and host both high school and college level Model United Nations conferences at the University of California, Davis.
  - 8. To learn, develop, utilize, and carry oneself in all manners and respect of a diplomat.

## **Article II: Membership to the General Assembly**

- A. Members of the MUNUCD shall be chosen and accepted without discrimination on the basis of race, religion, national origin, ethnic background, gender, sex, sexual orientation, age, disability or color.
- B. It is understood that members of the MUNUCD will not, at any point in time of the initiation process, engage in hazing as defined by the California Administrative Code.
- C. The members of the MUNUCD shall be admitted through an application process to be determined by the Secretariat. This application process shall be carried out with all the principles of Article II, Paragraph A of these By-Laws firmly upheld, alongside these membership guidelines:
  - 1. Participation in the Model United Nations conferences at University of California, Davis is highly encouraged for active membership given that the goal of such conferences is to reinvest in all activities and aspects of the organization,
  - 2. Those attending overnight conferences are required to help staff either DMUNC or AggieMUN, with punishment for violating this clause be expulsion of the member in question or up to \$75 in fines to the club, at the discretion of a majority vote by the Secretariat,
  - 3. Active members are those who have paid membership dues, must have no debt on their MUNUCD account, and are in good academic standing. When attending conferences, all members of MUNUCD must also follow the rules set forth by those other organizations,
  - 4. Membership dues may be waived for participants who do not accept subsidies from MUNUCD for all activities, and who also participate in those conferences that are held at University of California, Davis. The waiving of membership dues is at the discretion of the Secretariat,
  - 5. Substantial absences from pre-determined events and meetings of MUNUCD may affect the active membership status of participants, as determined by the Secretariat.
- D. How to become a full voting member of the General Assembly:
  - 1. Members will go through an interview process via a predetermined course set by the Secretariat,
  - 2. The Secretariat is responsible for calculating the amount of membership dues and conference fees each member is responsible for and announcing them to the entire club membership,
  - 3. Those members starting spring quarter and staffing DMUNC will hold membership for a single term of one year starting the day after the DMUNC conference, lasting until the first day of the next DMUNC,
  - 4. Those members starting winter quarter and staffing AggieMUN will hold membership for a single term of one year starting the day after the DMUNC conference, lasting until the first day of the next DMUNC,
  - 5. Before members become as such, individuals seeking to become a member of the Model United Nations here at the University of California, Davis are to become full voting members after a three week probationary period starting from the first day of their term,
  - 6. Individuals can also become members through the staffing of other conferences hosted by the UC Davis Model United Nations.

## Article III: The Secretariat



A. The Secretariat shall consist of the following offices:

1. The President (Secretary-General of the club), whose responsibilities include, but are not limited to:
  - a. Calling all general and Secretariat meetings,
  - b. Presiding over all general and Secretariat meetings,
  - c. Creating and conducting agendas for all general and Secretariat meetings which include, but are not limited to:
    - i. Asking for updates on AggieMUN and DMUNC given their respective time periods
    - ii. Asking for updates on any travel conferences
    - iii. Asking for club climate, and procedurally handle all problematic situations
    - iv. Asking for updates on the club's financial situation
    - v. Asking for any public relations, events, and fundraising updates
    - vi. Asking for any other miscellaneous subjects
  - d. Ensuring that all officers fulfill their duties under the By-Laws,
  - e. Appointing an individual to record the proceedings of all meetings in the absence of the Records and Institution Officer,
  - f. Registering and keeping track of MUNUCD and its paperwork,
  - g. Submitting the club registration paperwork with the respective University offices,
  - h. Arranging any course credit with the faculty adviser (if there is one),
  - i. Recruiting and selecting the club membership,
  - j. Determining the yearly schedule,

- k. Acting as both the chief executive of the organization and the sole authorized representative of the organization,
  - l. Overseeing the management of all funds,
  - m. Calling the elections of the new Secretariat within the first four weeks of each Spring Quarter,
  - n. Conducting election of the new Secretariat in within the first five weeks of each Spring Quarter given that there is no conflict of interest,
  - o. Act as advisor to away conferences
  - p. Overseeing the application, appointment, and interviewing process for all core member appointees,
  - q. Conducting training sessions for the new Secretariat after elections are held,
  - r. Responsible for approving all itinerary, logistics, and delegate positions for travel team
  - s. Making sure institutional knowledge is well kept and updated each year
  - t. Responsible for creating a collective club 'corporate' vision for the next five years to further the future growth of the club
  - u. Secretariat powers include:
    - i. One official tiebreaking vote
    - ii. Official speaking power
    - iii. Mandate of their constituents as an elected position
    - iv. Mandatory obligation to ask for all opinions of the Secretariat members in order to make any official decisions
    - v. Status as President and carrier of an official decision made out by the Secretariat
    - vi. Status as one of the four listed UC Davis Associated Students CSI members
2. Secretary-General of Travel (Head Delegate)
- a. Securing all travel expenses, arrangements, and reservations well in advance; with all invoices, receipts and proofs of payment being sent to the Under Secretary General of Finance
  - b. Maintaining contact with schools that are sponsoring conferences,
  - c. Coordinating conference attendance with the Secretary-General and conference directors of other schools,
  - d. Serving as head delegate at away conferences,
  - e. Determining delegate positions, and handing positions once approved by the Secretary General
  - f. Creating and distributing a written contract to interested members for each away conference to which MUNUCD will send a delegation, outlining all relevant conference dates, mandatory preparation sessions, drop dates, prospective prices, travel information and withdrawal penalties,
  - g. Responsible for the 2 mandatory appointments of Delegate Preparation, which shall consist of the appointees: General Delegate Preparation and Crisis Delegate Preparation, whose positions will be in charge of the following:
    - i. Training members in skills including, but not limited to:

1. Understanding conference rules,
  2. Speaking in public,
  3. Researching,
  4. Writing position papers,
  5. Writing resolutions and directives,
  6. Debating effectively,
  7. Working in a team,
  8. Utilizing conference tactics and strategies,
  9. Assuring that each member of MUNUCD is prepared to participate in both high school and collegiate conferences,
- ii. Hosting mandatory debate simulations that will:
1. Run at least three weeks of each ten week quarter,
  2. Reserve at least half an hour of each general meeting, in the aforementioned three week minimum, for each debate simulation,
  3. Either be General Assembly or Crisis debate simulations
- iii. Coordinating all preparatory sessions and materials, including but not limited to:
1. Researching, printing and distributing topic materials related to delegate preparations and debate simulations,
  2. Printing, maintaining and distributing all placards to club members,
- iv. General Delegate Preparation position will be in charge of the following:
1. Selecting, researching, and writing topics for General Assembly debate simulations,
  2. Secretariat powers include:
    - i. Official Speaking power
    - ii. Status as a Secretariat Member
    - iii. Possibility of being temporary Core Member given the absence, appointment, and approval of both the Secretary-General of Travel and Secretary General of the club
- v. Crisis Delegate Preparation position will be in charge of the following:
1. Selecting, researching, and writing topics for Crisis debate simulations,
  2. Selecting, training, and overseeing club members to serve as Crisis Directors for debate simulations, with alternating directors each week,
  3. Designing creativity sessions during the delegate preparation session of the meeting directly before the next travel conference
  4. Selecting and training crisis staff for Crisis debate simulations,
  5. Secretariat powers include:

- i. Official Speaking power
    - ii. Status as a Secretariat Member
    - iii. Possibility of being temporary Core Member given the absence, appointment, and approval of both the Secretary-General of Travel and Secretary General of the club
  - vi. Head Chair Conference Preparation position (optional appointment)
    - 1. Selecting and training club members to be Head Chairs for simulations and debate
    - 2. Aiding Conference Secretary-Generals in training Dias staff to be knowledgeable and able Head Chairs
  - h. Acting as the representative of the organization in the absence of the Secretary-General, with powers and duties limited to only include those enumerated in Article III, Paragraph A, Section 1, Clauses 1a through 1e.
  - i. Shall appoint an Acting Secretary-General of Travel in their inability to carry out their tasks with the approval of the Secretary-General of the club
  - j. Supports the President administratively at the President's discretion,
  - k. Secretariat powers include:
    - i. One official vote
    - ii. Official speaking power
    - iii. Status as a Core Member
    - iv. Mandate of their constituents as an elected position
- 3. Under Secretary-General Public Relations Chair, whose responsibilities include, but are not limited to:
  - a. Contacting members to solicit attendance plans,
  - b. Responsible for creating an application and interview process for the mandatory appointments of 3 positions:
    - i. Public Relations of Socials & Events, whose responsibilities include, but are not limited to:
      - 1. Planning social gatherings (at least twice a quarter)
      - 2. Planning after meeting socials
      - 3. Planning Model United Nation's end-of-the-year banquet as outlined by Article XI of the bylaws
      - 4. Aiding in Intensive Recruitment weeks
      - 5. Secretariat powers include:
        - i. Official Speaking power
        - ii. Status as a Secretariat Member
        - iii. Possibility of being temporary Core Member given the absence, appointment, and approval of both the Under Secretary-General Public Relations Chair and Secretary General of the club
    - ii. Public Relations of External Relations, whose responsibilities include, but are not limited to:
      - 1. Reserving tables around the MU (info desk at MU),
      - 2. Placing bulletins in the Cal Aggie (lower Freeborn Hall),
      - 3. Creating and posting flyers around campus,

4. Organizing classroom presentations,
  5. Posting displays in the MU (info desk at MU),
  6. Recruiting enough staff to carry out these tasks
  7. Responsible for organizing Intensive Recruitment during Fall and Spring Quarter for the first three weeks of each respective quarter
  8. Secretariat powers include:
    - i. Official Speaking power
    - ii. Status as a Secretariat Member
    - iii. Possibility of being temporary Core Member given the absence, appointment, and approval of both the Under Secretary-General Public Relations Chair and Secretary General of the club
- iii. Public Relations of Fundraising, whose responsibilities include, but are not limited to:
1. Procuring sources of club funding including but not limited to:
    - i. Club Finance Council (CFC),
    - ii. Contra Costa County (CCC),
    - iii. Mondavi/ Sodexo concessions,
    - iv. Activities and Recreation Center (ARC) cleanup,
    - v. Corporate sponsors,
    - vi. Student Assistant to the Chancellor,
    - vii. Raffles,
    - viii. Corporate fundraisers,
    - ix. Other appropriate fundraising activities,
  2. Organizing and mobilizing members for fundraising events,
  3. Aiding in Intensive Recruitment weeks
  4. Secretariat powers include:
    - i. Official Speaking power
    - ii. Status as a Secretariat Member
    - iii. Possibility of being temporary Core Member given the absence, appointment, and approval of both the Under Secretary-General Public Relations Chair and Secretary General of the club
- c. Aiding and overseeing recruitment activities and marketing efforts that are included under each of the appointees, in addition to:
- i. Scheduling interviews during the first four weeks of Fall and Spring quarter during Intensive Recruitment weeks
  - ii. Maintaining good working relations with the International Relations program director Katy Pattison ([kcpattison@ucdavis.edu](mailto:kcpattison@ucdavis.edu)), and other staff and school personnel,
  - iii. Aiding in the maintenance of photo records of MUN events and socials,

- d. Shall appoint an Acting Under Secretary-General Public Relations Chair in their inability to carry out their tasks with the approval of the Secretary-General of the club
  - e. Secretariat powers include:
    - i. One official vote
    - ii. Official speaking power
    - iii. Status as Core Member
    - iv. Mandate of their constituents as an elected position
4. Under Secretary-General of Finance, whose responsibilities include, but are not limited to:
- a. Acting in the capacity of the organization's Chief Financial Officer,
  - b. Being solely responsible for collecting mail on a weekly basis (4<sup>th</sup> floor Memorial Union, CSI Office, Box #179),
  - c. Collecting membership dues and conference fees,
    - i. The club membership fee will be:
      - 1. Set at the beginning of the year through a mandatory meeting
      - 2. Set by the Under Secretary-General of Finance with the Club Secretary General
      - 3. Final club membership fee will be confirmed by the Secretariat
    - ii. Conference fees will be set as a per conference basis
  - d. Maintaining a club ledger by keeping track of:
    - i. Issuing receipts for all received deposits,
    - ii. Ensuring that all members' accounts are balanced,
    - iii. Maintaining an accurate accounting of MUNUCD finances,
    - iv. Recording all checks that are issued and received
    - v. Recording all deposits into the bank account
      - 1. All deposits must be recorded on a transaction by transaction basis
  - e. Ensuring that all deposits/expenditures are deposited/distributed within one week of their collection,
  - f. Handling financial complaints promptly,
  - g. Renewing the agency account, with help from the president
  - h. Creating the yearly budget, subject to the approval of the other officers,
  - i. Working closely with the USG of Fundraising,
  - j. Being one of the ASUCD budget signatories and attending all required ASUCD budget training workshops,
  - k. Coordinating with and Securing from all receipts, invoices and proofs of payment regarding travel expenses, arrangements, and reservations
  - l. Following all Finance regulations as listed in Article VIII of this Document
  - m. Shall appoint an Acting Under Secretary-General of Finance in their inability to carry out their tasks with the approval of the Secretary-General of the club
  - n. Secretariat powers include:



- i. One official vote
  - ii. Official speaking power
  - iii. Status as Core Member
  - iv. Mandate of their constituents as an elected position
  - v. Status as one of the four listed UC Davis Associated Students CSI members
- 5. Under Secretary-General of Operations and Technology, whose responsibilities include, but are not limited to:
  - a. Maintaining and regularly updating regularly the MUNUCD website (<http://www.davismun.org>),
  - b. Maintaining the listserv,
  - c. Maintaining various MUNUCD online groups and communities,
    - i. Facebook Groups
    - ii. Facebook Pages
    - iii. Twitter
  - d. Maintaining access to classroom audio-visual equipment.
  - e. Overseeing and aiding in the maintenance of conference websites (for DMUNC and AggieMUN)
  - f. Shall appoint an Acting Under Secretary-General of Operations and Technology in their inability to carry out their tasks with the approval of the Secretary-General of the club
  - g. Responsible for creating an application and interview process for the mandatory appointments of 2 positions:
    - i. Records and Institution Officer, whose responsibilities include but are not limited to:
      - 1. Maintaining photo records of all activities and events of the organization,
      - 2. Presenting and archiving records,
      - 3. Ensuring that records are preserved, open, and available to all present and future members
      - 4. Recording the presence of all members during general meetings for the purpose of determining active membership
      - 5. Keeping minutes of the meetings,
      - 6. Drafting emails and notes at the request of the Secretary-General of the club
      - 7. Aiding in Intensive Recruitment weeks
      - 8. Secretariat powers include:
        - i. Official Speaking power
        - ii. Status as a Secretariat Member
        - iii. Possibility of being temporary Core Member given the absence, appointment, and approval of both the Under Secretary-General of Operations and Technology and Secretary General of the club
    - ii. Club Operations and Itineraries Officer, whose responsibilities include but are not limited to:

1. Maintaining a central calendar for the club that includes, but are not limited to:
  - i. Location, dates and times for the upcoming travel conferences
  - ii. Location, dates and times for AggieMUN
  - iii. Location, dates and times for DMUNC
  - iv. Location, dates and times for recruitment weeks
  - v. Location, dates and times for social events
  - vi. Location, dates and times for fundraisers
  - vii. Location, dates and times for applications and payment deadlines
  - viii. Location, dates and times for conference training and simulations
2. Aiding in Intensive Recruitment weeks
3. Secretariat powers include:
  - i. Official Speaking power
  - ii. Status as a Secretariat Member
  - iii. Possibility of being temporary Core Member given the absence, appointment, and approval of both the Under Secretary-General of Operations and Technology and Secretary General of the club
6. Secretary-General of the Davis Model United Nations Conference (High School Conference SG) [hereby referred to as the Secretary-General of DMUNC], whose responsibilities include, but are not limited to:
  - a. Sharing equal standing with the AggieMUN SG,
  - b. Having secondary shared access to club finances and business debit card, along with the AggieMUN SG and Secretary-General of Travel
  - c. Responsible for creating an application and interview process for the mandatory appointments of the following positions:
    - i. Director General of DMUNC whose responsibilities include, but are not limited to:
      1. Supporting the Secretary-General of DMUNC in an administrative role,
      2. Act as Chief of Staff to maintain proper information flow and understanding,
      3. Overseeing and aiding CONSEC members in carrying out all tasks and responsibilities required to run DMUNC
      4. Shall be Acting Secretary-General of DMUNC in the event that the Secretary-General of DMUNC is unable to carry out their assigned duties
      5. Secretariat powers include:
        - i. Official Speaking power
        - ii. Status as a Secretariat Member
        - iii. Possibility of being temporary Core Member given the absence, appointment, and approval of both the

Secretary-General of DMUNC and Secretary  
General of the club

- ii. CONSEC Members
  - 1. USG Finance for DMUNC whose responsibilities include, but are not limited to:
    - i. Aiding the Secretary-General in establishing a formal and detailed budget to the conference
    - ii. Aiding in delivering and presenting the budget of DMUNC to the Secretariat of the club
    - iii. Keeping up to date records of spending and budget accuracy
  - 2. USG Committees for DMUNC whose responsibilities include, but are not limited to:
    - i. Aiding the Secretary-General in the maintenance and creation of committees for DMUNC
    - ii. Overseeing all Head Chairs and Crisis Directors and their duties to the conference
  - 3. USG Staff for DMUNC whose responsibilities include, but are not limited to:
    - i. Creating and establishing an application and appointment process for
      - 1. Head Chairs,
      - 2. Vice Chairs,
      - 3. Legals,
      - 4. Crisis Directors,
      - 5. Assistant Crisis Directors,
      - 6. Crisis Staff
    - ii. Responsible for maintaining an up-to-date staff list, and presenting it to the Secretary-General and Director General of DMUNC
  - 4. USG PR for DMUNC whose responsibilities include, but are not limited to:
    - i. Advertisement of DMUNC
    - ii. Assisting the Secretary-General of DMUNC in emailing Head Delegates and Advisors
    - iii. Outreach duties to new schools
  - 5. USG Tech for DMUNC whose responsibilities include, but are not limited to:
    - i. Handling all printing privileges that include but are not limited to:
      - 1. Placards with backups,
      - 2. Name Tags with backups,
      - 3. Awards,
    - ii. Handling of all conference technology that include but are not limited to:
      - 1. Printers,

2. Projectors
  3. Laptops
  4. Messaging Services
  6. CONFERENCE SECRETARIAT [CONSEC] members are those who are nominated by the Secretary-General of DMUNC and approved by the Secretariat,
  7. CONSEC members are not Secretariat members, do not hold status thereof, and are thus not required to attend Secretariat meetings
- d. Selecting the facilities and dates for the Conference, and making the necessary reservations and attending various meetings with CES,
  - e. Choosing committees,
  - f. Creating a timeline for planning and a schedule for the Conference,
  - g. Fiscal responsibilities include:
    - i. Establishing a budget for Conference expenses,
    - ii. Promptly collecting payments from all pertinent conferences with the priority of payments being advanced payments if and when possible,
  - h. Setting deadlines for topic guides, position papers, and fee payments,
  - i. Preparing the invitations and individual school mailings,
  - j. Holding weekly meetings starting Winter Quarter and delegating tasks to their Under Secretary-Generals,
  - k. Registering delegations for the conference, including assigning countries and processing school and delegate fees,
  - l. Assigning a staff to fill various committee roles,
  - m. Organizing, planning, and overseeing committee training sessions,
  - n. Publishing various substantive materials including delegate programs, procedural documents, and chair guides,
  - o. Ensuring that all staff are adequately trained, organizing a dry run so that all committee chairs can practice and are eventually be able to take over and run committee,
  - p. Maintaining consistent contact with Head Delegates and Advisors who are attending the Conference,
  - q. Preparing essential conference materials such as: Name Badges, Lanyards, Placards, Gavels, Roll Call Sheets, Voting Block Signs, Grading Sheets, Flags, Tables, Timers, Printers, Pens, Paper, Handheld Two-Way Radios, etc,
  - r. Ensuring that all schools have directions and are able to arrange transportation and hotel accommodations to the Conference,
  - s. Directing logistical matters during the Conference,
  - t. Performing ceremonial duties as the Master or Mistress of Opening and Closing Ceremonies,
  - u. Holding Head Delegate and Advisor meetings during the conference to receive external feedback,
  - v. Holding Chair and Crisis meetings during the conference to receive internal feedback,

- w. Ultimately being in charge of all matters pertaining to DMUNC and CCCMUN.
  - x. At the end of DMUNC, the Secretary-General for DMUNC shall immediately begin an appointment process for their successor
    - i. This should include an application process that requires the submission of a resume from each candidate
    - ii. This should include an interview process with a panel that includes at least, the Secretary-General of the club and the Director General of DMUNC
    - iii. This should end with the Secretary-General of DMUNC nominating the successor to the Secretariat for the Secretariat to vote in majority, in order to approve the nominee
  - y. Secretariat powers include:
    - i. One official vote
    - ii. Official speaking power
    - iii. Status of Core Member
    - iv. Status as one of the four listed UC Davis Associated Students CSI members
7. Secretary-General of the Davis Collegiate Conference for Model United Nations Conference, also known as AggieMUN Collegiate Conference SG, whose responsibilities include, but are not limited to:
- a. Maintaining access to club finances with, and through, the club and DMUNC SG,
  - b. Having secondary shared access to club finances and business debit card, along with the Secretary-General of DMUNC and Secretary-General of Travel
  - c. Responsible for creating an application and interview process for the mandatory appointments of the following positions:
    - i. Director General of AggieMUN whose responsibilities include, but are not limited to:
      - 1. Supporting the Secretary-General of AggieMUN in an administrative role,
      - 2. Act as Chief of Staff to maintain proper information flow and understanding,
      - 3. Overseeing and aiding CONSEC members in carrying out all tasks and responsibilities required to run AggieMUN
      - 4. Shall be Acting Secretary-General of AggieMUN in the event that the Secretary-General of AggieMUN is unable to carry out their assigned duties
      - 5. Secretariat powers include:
        - i. Official Speaking power
        - ii. Status as a Secretariat Member
        - iii. Possibility of being temporary Core Member given the absence, appointment, and approval of both the Secretary-General of AggieMUN and Secretary General of the club

- ii. CONSEC Members
  - 1. USG Finance for AggieMUN whose responsibilities include, but are not limited to:
    - i. Aiding the Secretary-General in establishing a formal and detailed budget to the conference
    - ii. Aiding in delivering and presenting the budget of AggieMUN to the Secretariat of the club
    - iii. Keeping up to date records of spending and budget accuracy
  - 2. USG Committees for AggieMUN whose responsibilities include, but are not limited to:
    - i. Aiding the Secretary-General in the maintenance and creation of committees for AggieMUN
    - ii. Overseeing all Head Chairs and Crisis Directors and their duties to the conference
  - 3. USG Staff for AggieMUN whose responsibilities include, but are not limited to:
    - i. Creating and establishing an application and appointment process for
      - 1. Head Chairs,
      - 2. Vice Chairs,
      - 3. Legals,
      - 4. Crisis Directors,
      - 5. Assistant Crisis Directors,
- d. Selecting the facilities and dates for the Conference, and making the necessary reservations and attending various meetings with CES,
- e. Choosing committees,
- f. Creating a timeline for planning and a schedule for the Conference,
- g. Fiscal responsibilities include:
  - i. Establishing a budget for Conference expenses,
  - ii. Promptly collecting payments from all pertinent conferences with the priority of payments being advanced payments if and when possible,
- h. Setting deadlines for topic guides, position papers, and fee payments,
- i. Preparing the invitations and individual school mailings,
- j. Holding weekly meetings starting Spring Quarter and delegating tasks to their Under-Secretary Generals,
- k. Registering delegations for the Conference, including assigning countries and processing school and delegate fees,
- l. Assigning a staff to fill various committee roles,
- m. Organizing and overseeing committee training sessions,
- n. Publishing various substantive materials including delegate programs, rules of procedure, and chair guides,
- o. Ensuring that all staff are adequately trained with the option of organizing “Dry Runs” so that all committee chairs can practice and eventually be able to take over and run committee,

- p. Maintaining consistent contact with Head Delegates and Advisors who are attending the Conference,
  - q. Preparing essential Conference materials such as: Name Badges, Lanyards, Placards, Gavels, Roll Call Sheets, Voting Block Signs, Grading Sheets, Flags, Tables, Timers, Printers, Pens, Paper, Walkie Talkies, etc.,
  - r. Ensuring that all schools have directions and are able to arrange transportation to the Conference,
  - s. Directing logistical matters during the Conference,
  - t. Performing ceremonial duties as the Master or Mistress of Opening and Closing Ceremonies,
  - u. Holding Head Delegate and Advisor meetings during the Conference to get external feedback,
  - v. Holding Chair and Crisis meetings during the Conference to get internal feedback,
  - w. Ultimately being in charge of all matters pertaining to AggieMUN,
  - x. Will hold AggieMUN during Winter Quarter,
  - y. At the end of the conference, the Secretary-General for AggieMUN conference shall immediately begin an appointment process for their successor
    - i. This should include an application process that requires the submission of a resume from each candidate
    - ii. This should include an interview process with a panel that includes at least, the Secretary-General of the club and the Director General of AggieMUN
    - iii. This should end with the Secretary-General of AggieMUN nominating the successor to the Secretariat for the Secretariat to vote in majority, in order to approve the nominee
  - z. Secretariat powers include:
    - i. One official vote
    - ii. Official speaking power
    - iii. Status as Core Member
    - iv. Status as one of the four listed UC Davis Associated Students CSI members
- B. All Secretariat offices, with the exception of Delegate Preparation, shall be held by only one person at any one time, for the duration of a normal academic year, unless appointed by the Secretariat to fulfill a vacant office.
- C. Collective Secretariat duties include, but are not limited to:
1. A simple majority of the Secretariat must cast an affirmative vote for the decisions to be made regarding the following:
    - a. Selecting conferences,
    - b. Organizational administration.
  2. The Secretariat is responsible for calculating the amount of membership dues and conference fees each member is responsible for and announcing them to the entire club membership.

3. Recusal of themselves in the event of a conflict of interest on personal business and financial matters at their own personal discretion,
  4. Aiding in Intensive Recruitment weeks
- D. The Secretariat is not exempt from membership dues or conference fees.
- E. The Secretariat in its entirety will be held responsible for any misuse or abuse of funds, which is specifically prohibited,
- F. Terms of Office:
1. Secretariat terms of office shall last from the end of the last general meeting of the Spring Quarter, to the end of the last general meeting the following year.
  2. Official transitions of each power should occur at the annual MUN banquet, if possible
  3. Secretary-General of the Davis Collegiate Conference for Model United Nations Conference, also known as AggieMUN Collegiate Conference SG, shall hold a different term of office from all other Secretariat
    - a. One term is equal to one year
    - b. The term starts as soon as they are appointed to the position
    - c. The first two weeks of the term shall be used to transition materials, knowledge, and other pertinent information useful for carrying out their duties
    - d. The term will end two weeks after the appointing of a new Secretary-General for AggieMUN
- G. Leadership Transition:
1. During Spring Quarter, the newly elected Secretariat will meet and shadow the outgoing Secretariat, weekly, in order to receive important materials and training that will include:
    - a. Reading the MUNUCD By-Law in its entirety,
    - b. Specifically reviewing the duties of each newly elected Secretariat member,
    - c. Ensuring a full understanding of each newly elected Secretariat member's position and responsibilities,
  2. During transition, Core member powers are assigned over to the newly elected and appointed members,
- H. Impeachment of a member of the Secretariat:
1. Is only possible through the following procedures:
  2. A super majority recommendation from the Secretariat, and a simple majority support from the general membership,
  3. Two speakers for and two speakers against, with two minute speaking times, and an opportunity given to the accused to speak for their own defense.
- I. Expulsion of an MUNUCD member:
1. Only possible through one of the following procedures:
    - a. The unanimous agreement of the Secretariat, excluding the member in question, or
    - b. A two-thirds recommendation from the Secretariat and simple majority support from the general membership.
- J. Resignation of a member of the Secretariat:



1. Any member of the Secretariat wishing to resign their post must submit a formal letter of resignation to the remaining members of the Secretariat.
  2. The Secretary-General must sign the outgoing member's formal letter of resignation. If the Secretary-General of the club wishes to resign, or if no person holds the office of Secretary-General club, the three Secretary Generals must sign the formal letter of resignation.
- K. Appointments to vacancies in the Secretariat:
1. The remaining members of the Secretariat will appoint the most qualified members to the vacated positions as they see fit.
  2. In the case of a temporary leave of absence by a member of the Secretariat:
    - a. The member leaving their position must write up and submit a formal notice of their intended absence, while also adhering to all the following criteria.
    - b. If possible, submit the formal notice to the Secretariat one academic quarter prior to the start of their absence,
    - c. Clearly state the purpose of their absence,
    - d. Clearly state their intended date of return,
    - e. The members of the Secretariat, including the outgoing member, will appoint the most qualified member to temporarily assume the vacated position until that member returns and is able to resume their duties.

#### **Article IV: Election of the Core Members**

- A. The election of the Secretariat must adhere to the following rules:
1. Be called within the first four weeks of each Spring Quarter, with the Secretary-General setting the exact date no later than the fifth week of the quarter,
  2. Members interested in running for a position on the Secretariat should announce their candidacy no later than one week prior to the date of the scheduled elections;
  3. All electable positions shall be elected directly, if possible, by secret ballot,
  4. The Secretary-General shall oversee the entire election process for the offices
  5. In case the Secretary-General is running for a position, Secretary-General or an Under Secretary-General who is not a candidate for that office shall oversee the election of that position,
  6. Candidates who anticipate a leave of absence during the next academic year, must make their absence known to all members present during the election process,
  7. The candidate with a majority of the general membership vote for an office, under a Single Transferable Vote system, shall be elected to that office.
    - a. In the case that no candidate has a majority, follow these rules:
      - i. All candidates receiving zero votes will be effectively removed from the race.
      - ii. The candidate with the least number of votes in the race will be removed from the race. The remaining votes will be distributed to the voters' next preferred candidate.
      - iii. If no candidate has the majority of votes, these steps are repeated until one candidate has the majority;
    - b. Candidates may run for more than one office, but no one may hold more than one elected office,

- c. Candidates must announce their order of preference for offices to the Secretary-General,
  - d. Any candidate who wins an office will be removed from the race for all offices lower on their list of preferences. Votes already cast for them will be redistributed to the voters' next preferred candidates,
  - e. In the event that no one is elected, the position will be appointed by the outgoing Secretariat with a two-thirds vote;
  - 8. Only active members, as determined by the Secretariat, are eligible to vote and/or to hold office.
- B. Electable positions amongst the Secretariat and Core members only include these positions:
- 1. Secretary-General of the Club
  - 2. Secretary-General of Travel
  - 3. Under Secretary-General of Finance
  - 4. Under Secretary-General Public Relations Chair
  - 5. Under Secretary-General of Operations and Technology

### **Article V: Appointment of the Secretariat**

- A. Appointments to the Secretariat must be fair and unbiased
- B. Appointments will be made by each of the respective Core Members
- C. Appointments shall include a rigorous application process that calls on the submission of creative ideas, resumes, and other pertinent information deemed necessary to nominate a competent appointee
- D. Appointments shall include an optional interview process by the respective Core Member
- E. Once a nominee(s) is selected, the Core Member shall attend the Secretariat meeting with their nominee(s),
  - 1. They shall give a brief description of their nominee's qualifications,
  - 2. The nominee shall be asked questions by the Secretariat to judge final competence,
  - 3. The nominee shall step out of the room for Secretariat deliberations,
  - 4. The Secretariat shall approve the nominee with a two-thirds super majority vote by the Core members,
  - 5. The respective Core member shall inform the nominee of the final decision,
- F. Mandatory Secretariat nomination positions include only:
  - 1. General Assembly Delegate Preparations as appointed by Secretary-General of Travel
  - 2. Crisis Delegate Preparations as appointed by Secretary-General of Travel
  - 3. [Optional] Head Chair Conference Preparations as appointed by Secretary-General of Travel
  - 4. Director General of DMUNC as appointed by Secretary-General of DMUNC
  - 5. Director General of AggieMUN as appointed by Secretary-General of AggieMUN
  - 6. Public Relations Events and Social as appointed by Under Secretary-General Public Relations Chair
  - 7. Public Relations External Relations as appointed by Under Secretary-General Public Relations Chair

8. Public Relations Fundraising as appointed by Under Secretary-General Public Relations Chair
9. Records and Institution Officer as appointed by Under Secretary-General of Operations and Technology
10. Club Operations and Itineraries Officer as appointed by Under Secretary-General of Operations and Technology

#### **Article VI: Meetings**

- A. General Assembly meetings are defined as meetings for the entire general club membership and will be held once a week throughout the academic year with days off for national holidays, seasonal breaks, exams and the beginning of the academic year.
- B. Meetings of the Secretariat must be held at least once a week with the same allowances as enumerated in Article IV, Paragraph A.
- C. A member of the Secretariat can call for an emergency meeting of the Secretariat if a need arises before the next scheduled meeting.

#### **Article VII: Dissolution**

- A. If the membership of MUNUCD falls below five active members and unanimously votes to dissolve, the above-named organization shall be effectively dissolved. In the event of dissolution of the above-named organization, all privately obtained funds shall be donated to the United Nations Association in Davis, CA, a nonprofit organization.

#### **Article VIII: Amendments**

- A. All amendments, additions, and/or deletions to the By-Laws shall be adopted after the casting of a two-thirds vote from all present members, with quorum being established at one-fourth of the total membership.

#### **Article IX: Ratification**

- A. The ratification and establishment of these By-Laws requires the support of at least three-fourths support of all present active members of MUNUCD, with quorum established.
- B. Done in convention by the unanimous consent of those members present on Seventeenth day of November in the year Two Thousand and Four.

#### **Article X: Club Finances**

- A. Aggregation of Payment Options
- B. Those that will hold a debit card for access to the Model United Nations Bank of America Checking Account will include:
  - a. Secretary-General
  - b. Secretary-General of Travel (Head Delegate)
  - c. Secretary-General of the Davis Model United Nations Conference
  - d. Secretary-General of the Davis Collegiate Conference for Model United Nations Conference

- C. All club debit card holders will promptly submit any receipts or financial records that they acquire
- D. The Secretariat must collectively contribute to maintaining a ledger
  - a. Maintain financial records for a minimum of five years
    - i. This includes
      - 1. E-mails
      - 2. Google Documents
      - 3. Electronic Documents
      - 4. Paper Documents
    - ii. Conference contracts and spending must be maintained
  - b. The Secretary-Generals are responsible for submitting detailed pre-conference budgets to the Secretary-General of the Club to be approved by the voting Secretariat
    - i. How much is going to be spent traveling
    - ii. How much is going to be spent hosting AggieMUN
    - iii. How much is going to be spent hosting DMUNC
  - c. The Secretary Generals are responsible for submitting detailed post-conference budgets
    - i. How much was spent traveling
    - ii. How much was spent hosting AggieMUN
    - iii. How much was spent hosting DMUNC
- E. The Club secretariat will hold a mandatory quarterly finance review