Montana Model United Nations Constitution

CHARTER

We, the members of the Montana Model United Nations, determined to stimulate a deeper knowledge of the United Nations; to develop and establish a working understanding of the political, military, economic, social, cultural, and humanitarian problems of the world; and to provide free and open forum for the study and discussion of these problems, have resolved to combine our efforts to accomplish these aims.

CHAPTER I: NAME

The name of this organization shall be the Montana Model United Nations Club, hereinafter referred to as MMUN.

CHAPTER II: ASSOCIATIONS

MMUN shall be affiliated with the Associated Students of the University of Montana, the College of Arts and Sciences, and the Department of Political Science.

CHAPTER III: PURPOSE, SUBSIDIARY ORGANIZATIONS, AND COURSE

The foremost purpose of MMUN shall be to further knowledge of the United Nations’ mission and activities by informing and engaging high school students, UM students, and the Montana community.

MMUN shall consist of two subsidiary organizations: the Montana Model United Nations High School Conference (MMUN Conference), and the Montana Model United Nations Collegiate Team (MMUN Team).

The MMUN High School Conference shall be held annually for the benefit of high school students in the state of Montana and the Western region. This event shall be held at the University of Montana on the Monday and Tuesday preceding Thanksgiving.

The MMUN Team shall travel to compete with other collegiate Model UN teams.

These organizations shall work together to further the educational mission of the MMUN Club.

For a detailed organization chart, see Appendix I.

This educational mission shall be realized through two Model United Nations courses taught by a UM faculty member selected by the Department of Political Science and the College of Arts and Sciences and approved by the MMUN Executive Committee. The instructor of these courses shall serve as the MMUN Faculty Advisor. Students in the fall course shall plan and carry out the high school conference. Students in the spring course shall travel to collegiate Model UN conferences.
CHAPTER IV: MMUN CLUB

Article I: Activities

The MMUN Club shall coordinate the activities of the MMUN Team and assist with the MMUN Conference. In addition, it shall plan MMUN activities such as UN Day talks.

Article II: Membership and Voting

Any student may participate in MMUN, and all interested students are encouraged to enroll in the Model UN Course, apply to travel with the Team, and attend Club meetings.

Each academic year, voting rights in the Club shall accrue to any student who enrolls in the Model United Nations Course for at least 1 credit, travels with the Team, and/or is a member of the Executive Committee.

Each member shall have one vote.

Article III: Officers

The chief officer of the MMUN Club shall be a President who will carry out a variety of duties and responsibilities, including raising funds and arranging publicity for the MMUN Team. The President shall also plan and run Club meetings.

The Vice President shall assist the President.

For a detailed description of the President’s responsibilities, see Appendix II.

Article IV: Elections

The Vice President shall be elected to a three-month term by a majority of members of the Club. This election shall occur at the end of fall semester.

After the Team has traveled in the Spring, the Vice President shall become the President.

The President shall serve until the end of the following fall semester.

Nominations for Vice President are due one week after the high school conference.

Except in exceptional circumstances approved by the Executive Committee and Faculty Advisor, candidates for Vice President must have been enrolled in that Fall’s Model UN Course for at least 1 credit. They must also be enrolled in the course during the Fall semester of their term of office as President.
Individuals may nominate themselves or accept the nominations of others. Either way, candidates must submit an application with the following information:

- Name
- Academic credentials (year in school, major, GPA, languages, etc)
- Extracurricular credentials (clubs, jobs, internships, international experience, travel)
- MUN Experience (high school and college), including teams on which the applicant has competed, country and committee assignments, and conferences attended. Also, the applicant should detail his/her work with the MMUN.
- Leadership position desired
- Summary of plans for the leadership year
- Other information of interest

Following the submission of nominations and applications for Vice President, the current President will schedule an Election Meeting to take place no later than one week after all nominations and applications are due.

At this meeting, candidate’s applications will be circulated, and candidates will make a verbal statement of their intentions.

The Vice President will be elected by a majority of the Club members voting at the meeting.

If a tie arises, the Executive Committee shall break the tie.

**Article V: Meetings**

The MMUN Club shall meet at least three times per academic year. The first meeting shall occur early in fall semester and will address MMUN fundraising plans, UN Day speakers, and other business matters.

The second Club meeting will take place at the end of fall semester. At this meeting, members shall review the Constitution, Vice-Presidential nominees shall address the club, and an election for this position shall be held.

The third Club meeting will take place after the team travels in spring semester. At this meeting, team will report on their experience, the Vice President shall become the President, and the Club will address miscellaneous business matters.

**Article VI: Executive Committee**

The Executive Committee of the MMUN Club shall consist of the MMUN Club President and Vice President, as well as the Secretaries General, Assistant Secretaries-General, High School Liaison, and Home Government Coordinator of the MMUN Conference.

The Executive Committee shall meet at least once per month during the academic year to plan the MMUN Conference, oversee the MMUN Team, and conduct other MMUN business.

At the end of each academic year, the Executive Committee shall issue an annual report summarizing the activities of the MMUN Club, Conference, and Team and offering recommendations for the future.

**CHAPTER V: MMUN TEAM**
**Article I: Activities**

The MMUN Team shall represent The University of Montana at collegiate Model UN conferences.

**Article II: Team Selection**

Team Membership is determined by annual selection.

To be eligible, students must have enrolled in the Fall Model UN course for at least one credit, must have served at the MMUN Conference, and must be a fee-paying student during the semester they will travel. They must also complete an application.

Team members will be selected by the Executive Committee and Faculty Advisor at the end of Fall semester.

Four pools of applicants will be created:

1. Students in the class who are currently seniors and were involved in MMUN before this year.
2. Seniors who participated in MMUN for the first time this fall.
3. Non-seniors who participated in MMUN before this year.
4. Non-seniors who participated in MUN for the first time this fall.

Applicants within each pool will compete for a certain number of slots on the team.

Within categories 3 and 4, students who apply for and receive MMUN leadership positions will receive priority.

Members of the traveling team must be knowledgeable about and interested in the United Nations and international affairs, be comfortable with parliamentary procedure, and have good research, writing, presentation, and negotiation skills.

Except in exceptional circumstances approved by the Faculty Advisor and a majority of the Executive Committee, students who resign from leadership positions or fail to submit position papers shall not travel with the team.

**Article III: Officers**

The chief officers of the MMUN Team are the MMUN Club President and Vice President.

They will serve as head delegates at Model UN collegiate conferences.

The President and Vice President will work with the Faculty Advisor to raise funds for team travel, make travel and other arrangements, and train the team. In addition, they shall attend Head Delegate meetings and fulfill other leadership responsibilities at the conference.
Article IV: Meetings

The MMUN Team will meet once before the close of fall semester to elect the Vice President and weekly during the spring semester to prepare for collegiate conferences.

The Fall meeting will be led by the Club President. Spring semester meetings will be led by the Club President and Vice President.

Article V: Fundraising and Use of Funds

All funds for the MMUN Team come from voluntary contributions. Model UN Alumni, ASUM, the College of Arts & Sciences, and various other schools, administrators, deans, and groups are typically the main contributors.

Each fall, the Faculty Advisor and MMUN President shall prepare a detailed plan and budget for all anticipated conference travel and fundraising. This plan must be approved by the Dean of the College of Arts and Sciences before the Team approaches any other funding sources or commits to any conferences.

Funds will not be disbursed until all funds needed for a conference have been raised.

All requests to disburse funds for travel must be on proper UM forms and must be approved by the Faculty Advisor.

CHAPTER VI: MMUN HIGH SCHOOL CONFERENCE

Article I: Activities

The MMUN High School Conference provides a forum for regional high school students to gather and simulate the United Nations, in an effort to raise awareness about international issues, teach negotiation skills, practice public speaking, and gain greater knowledge about the United Nations.

Article II: Executive Staff

The chief officers of the MMUN Conference are the Secretary General-Internal (SG-I) and Secretary General – External (SG-E).

The SG-I works with the Faculty Advisor to oversee all internal aspects of the MMUN High School Conference, including staff training, rules, crises, home government, Region Night plans, and conference administration. The SG-I is assisted by the Assistant Secretary General – Internal (ASG-I) and Home Government Coordinator (HGC).

The SG-E works with the Faculty Advisor to oversee all external aspects of the Conference, including advisor relations, teacher and student materials, recruiting new schools, and determining conference awards. The SG-E is assisted by the Assistant Secretary General – External (ASG-E) and High School Liaison (HSL).
Collectively, these officers are known as the Executive Staff. The Executive Staff is responsible for planning and executing all aspects of the conference. Their particular duties are outlined in Appendix II and the MMUN Course Syllabus.

**Article III: Selection of Executive Staff and Term of Office**

Officers for the following year shall be selected by the MMUN Faculty Advisor and MMUN Executive Committee for the current year.

Except in exceptional circumstances approved by the Executive Committee and Faculty Advisor, candidates must have been enrolled in the previous Fall’s Model UN Course for at least 1 credit. They must also be enrolled in the course during the Fall semester of their term of office.

Executive Staff nominations for are due at the first class meeting following the MMUN conference. Individuals may nominate themselves or accept the nominations of others. Either way, candidates must submit an application with the following information:

- Name
- Academic credentials (year in school, major, GPA, languages, etc)
- Extracurricular credentials (clubs, jobs, internships, international experience, travel)
- MUN Experience (high school and college), including teams on which the applicant has competed, country and committee assignments, and conferences attended. Also, the applicant should detail his/her work with the MMUN.
- Leadership position desired
- Summary of plans for the leadership year
- Other information of interest

Decisions will be announced as soon as possible after the submission of nominations and applications.

Each of these officers shall serve one-year terms.

**Article IV: Committees and Topics**

The number and identity of committees simulated at the Conference will vary from one year to the next. In general, however, at least the General Assembly Plenary and the Security Council will be convened.

Each Spring, the Faculty Advisor and Executive Committee will determine which committees will be simulated the following Fall and what topics they will address.

**Article V: Committee Staff**

Each committee is comprised of four positions: **Chair, Vice-Chair, Rapporteur, and Expert/Runner**, all of whom cooperate to run the committee, plan and simulate a crisis situation determine committee awards.

The Chair uses parliamentary procedure to lead the committee.

The Vice Chair assists the chair, keeps a record of committee proceedings, and approves draft resolutions.
The Rapporteur maintains the speaker’s list and assists the Vice Chair with the written record.

The Expert/Runner assists with committee procedures, enacts the role of crisis experts, and types and copies resolutions.

**Article VI: Committee Staff Qualifications and Selection**

Except in exceptional circumstances approved by the Executive Committee and Faculty Advisor, all Committee Staff members must be enrolled in the Model UN Course for at least 1 credit.

Staff will be appointed by the Executive Committee and Faculty Advisor.

**Article VII: Funding**

All funding for the MMUN conference come from registration fees paid by participating high schools, and funds from the College of Arts & Sciences, the Office of the President, the Department of Political Science, and various other schools, administrators, deans, and groups.

**CHAPTER VII: FACULTY ADVISOR**

The Faculty Advisor is nominated by the Department of Political Science and approved by the Dean of the College of Arts and Sciences and MMUN Executive Committee.

The Faculty Advisor teaches the Model UN Course, oversees the MMUN Conference, ensures that the MMUN Club, Team, and Conference are in compliance with this Constitution and with University guidelines, and acts as a source of information, assistance, and guidance.

For the MMUN Conference, the Faculty Advisor assists the Secretaries General with their duties. In addition, the Faculty Advisor has primary responsibility for selecting committees and topics to simulate, preparing committee and topic background guides, determining country assignments, inviting faculty and keynote speakers, determining conference awards, budgeting, fundraising, making room and catering reservations, maintaining the MMUN website, preparing press releases, and carrying out conference evaluations.

For the MMUN Team, the Faculty Advisor assists the Team President and Vice President with their duties in preparing the team to travel to collegiate conferences. In addition, the Faculty Advisor has primary responsibility for fundraising from UM administrative units, conference registration, and hotel and travel arrangements. The Faculty Advisor is also responsible for debriefing the Team when it returns from conferences.

For the MMUN Club, the Faculty Advisor assists the Team President and Vice President with planning and publicity for UN Day and other events. In addition, the Faculty Advisor has primary responsibility for alumni relations.
CHAPTER VIII: RATIFICATION

The MMUN Constitution shall be ratified by a 2/3 majority of Club members in attendance at the Constitutional Convention.

CHAPTER IX: AMENDMENTS

The Constitution will be reviewed at the Club meeting each fall and may be amended by a 2/3 majority vote of all members in attendance at the meeting.
Appendix I: MMUN Organization Chart

**MMUN Constitution**

**MMUN High School Conference**

- **Secretary General - Internal**
  - Assistant Secretary General - Internal (Office of Delegate Services)
  - Home Government Coordinator
  - Vice Chairs

- **Committee Chairs**
  - Rapporteurs
  - Expert/Runners

**MMUN Club and Team**

- **Secretary General - External**
  - Assistant Secretary General - External (Recruitment)
  - High School Liaison
  - High School Advisors
  - High School Students

- **MMUN Club President**
  - MMUN Club Vice President
  - Traveling Team Members
Appendix II: Summary of Leadership Duties

The MMUN Club President serves as the head of the MMUN Club. He/She performs the following tasks:

- Apply each fall for ASUM recognition of the Club
- Select, with assistance and approval from the Executive Committee and the Faculty Advisor, the conference/s the MMUN Team will attend
- Assist the Faculty Advisor in developing the MMUN Team conference plan and budget for submission to the Dean
- Coordinate the Team’s fundraising application at ASUM
- Coordinate the team’s annual effort to raise at least $300
- Coordinate all travel logistics with the Faculty Advisor and Team
- Prepare the Team for conferences through parliamentary procedure training, position paper editing, strategy sessions, conference overviews and general training
- At the conference, attend head delegate meetings and arrange for a daily Team meeting to ensure that each Team member is having a positive experience
- Take photos at the conference to post on the MMUN website
- Write a post-conference press release
- Coordinate and organize a MMUN Speakers Series, which shall endeavor to sponsor at least one talk per year, for example on UN Day (October 24)
- Schedule, plan, and chair the Spring and Fall Club meetings
- Oversee development of the Annual Report by the Executive Committee
- Coordinate recruitment efforts for the course, conference, and team
- Help the Faculty Advisor develop and maintain an Alumni Network for support, fundraising, and events
- Act as a liaison between the MMUN Club, MMUN Team, MMUN Conference, MMUN Course and the UM administration and international organizations on campus, such as the Mansfield Center and the Office for International Programs
- Act as the liaison between the MMUN Club, MMUN Team, MMUN Conference, MMUN Course and local groups interested in international politics, such as the Montana Chapters of the United Nations Association of the United States of America and the World Affairs Council

The MMUN Conference Secretaries-General (SG-I and SG-E) are the chief organizers of the MMUN Conference and perform the following tasks:

Responsibilities shared by the SG-I and SG-E:

- Maintain regular communication with all MMUN Conference officers and staff, and encourage and assist them with their duties
- Compose and send out the invitation to high schools (in collaboration with Faculty Advisor)
- Assist the Faculty Advisor and Teaching Assistant with committee background guides
- Plan and staff Travelling Workshops
- Chair and make speeches at the opening and closing sessions
- Plan and oversee Region Night
- Review and revise the Delegate Handbook (in collaboration with Faculty Advisor)
- Act as the Public Relations Representatives for the conference, including answering reporters’ questions and arranging for photos to be taken
- Assist the Club President with recruitment and Annual Report
- Attend Executive Committee meetings
Additional responsibilities of the SG-E:

- Maintain good relations with high school advisors by updating delegate and advisor resources and answering questions in a professional and timely manner
- Coordinate high school registration with the Faculty Advisor and Dani McLaughlin, Assistant to the Dean
- Assign countries to schools (in collaboration with the Faculty Advisor)
- Help the ASG-E and HSL recruit and train new schools
- Evaluate high school students for committee and position paper awards
- Serve as Executive Liaison to a committee

Additional responsibilities of the SG-I:

- Serve as the Chief of Staff for all committees at the MMUN Conference
- Teach Parliamentary Procedure and other committee procedures to MMUN staff
- Serve as the final authority on procedural matters (in collaboration with Faculty Advisor)
- Help committee staff write and implement crisis plans
- Supervise the ASG-I’s work in the Office of Delegate Services
- Supervise the HGC’s work at the Home Government desk

The MMUN Conference **Assistant Secretary General – Internal** (ASG-I) is charged with helping the SG-I with internal aspects of the conference and performs the following tasks:

- Assist with training of committee staff
- Assist with the planning of crises/developments in each committee
- Develop a system for managing the Office of Delegate Services, including resolution typing, copying, printing and distribution
- Help recruit staff for the War Room
- Assist with Travelling Workshops
- Assist with Region Night
- Serve as Executive Liaison to a committee
- Attend Executive Committee meetings

The MMUN Conference **Assistant Secretary General – External** (ASG-E) is charged with helping the SG-E with external aspects of the conference and performs the following tasks:

- Assist with advisor relations
- Develop and implement a plan for recruiting new schools
- Assist with training materials and memorabilia
- Assist with committee and position paper awards
- Assist with Travelling Workshops
- Assist with Region Night
- Serve as Executive Liaison to a committee
- Attend Executive Committee meetings

The MMUN Conference **High School Liaison (HSL)** is charged with assisting the SG-E and ASG-E with external aspects of the conference and performs the following tasks:

- Assist with advisor relations
- Assist with plans to recruit new schools
- Assist with training materials and memorabilia
- Assist with committee and position paper awards
- Assist with Travelling Workshops
- Assist with Region Night
- Serve as Executive Liaison to a committee
- Attend Executive Committee meetings
The MMUN Conference **Home Government Coordinator (HGC)** is charged with assisting the SG-I and ASG-I with internal aspects of the conference and performs the following tasks:

- Assist with training of committee staff
- Assist with the planning of crises/developments in each committee
- Oversee Home Government by answering delegate questions about their countries’ positions and helping committee staff with the implementation of their crises/developments
- Staff the Welcome Table, including answering questions, selling memorabilia, and welcoming the press and guest speakers
- Assist with Travelling Workshops
- Assist with Region Night
- Serve as Executive Liaison to a committee
- Attend Executive Committee meetings

**Appendix III: MMUN Calendars**

**Conference Calendar**

*Fall*
- September 1 – Send welcome letter to high school advisors with registration information
- October 1 – Send final registration reminder to all participating schools
- November 1 – School registration closes; release final country assignments; all background guides must be posted
- Early November – Traveling workshops and other high school training efforts
- Mid-November – Final staff training
- Monday and Tuesday before Thanksgiving – MMUN Conference
- Immediately after the Conference – list of awards to Dean’s office for scholarships
- Week after Thanksgiving – nominations and applications for next year’s MMUN leadership
- Before end of fall semester – Committee staff selected by Faculty Advisor and Executive Committee and topics chosen for next year

**Club & Team Calendar**

*Fall*
- September 1 – President submits ASUM Recognition form
- September 15 – President submits Conference and Fundraising Proposal to Faculty Advisor for approval by the Dean
- September 30 – Send Fundraising Letters to campus and community donors
- October 15 – Begin follow-up calls to campus and community donors
- Before Thanksgiving Break – All necessary funds should be secured
- Week after Thanksgiving – nominations and applications for VP and Traveling Team
- Before end of fall semester – VP elected, Team selected, and team preparations begin

*Spring*
- President runs weekly Team meetings to prepare for collegiate conference
- As soon as possible after the conference – President submits press release
- One week after the last day of the conference – the Vice-President becomes the President
- By the end of the semester – Executive Committee issues Annual Report