

Constitution of the Centennial High School Model United Nations Club

Originally written on June 20, 2014 by the Board of 2014-15

Amended on June 24, 2014; July 1, 2014; August 24, 2014; January 1, 2015; March 2, 2015;
April 14, 2015; and March 15, 2016

I. Membership

A. In Seeing the Constitution

- All members of the club have the right to be told of the existence of the Constitution and have easy access to it at any time.

B. Member Attendance

- An excused absence is when the member notifies the Board in advance via email.
- An unexcused absence is when the member fails to notify the Board in advance via email or is unable to give a reasonable excuse of pressing urgency.
 - 3 or more unexcused absences the month before a multi-day conference will result in direct reprimand from the advisor.

C. Attending Conferences

- Delegation selection based off of attendance and participation at meetings and events
- Multi-day conferences are defined as collegiate overnight conferences and commuter conferences taking place over two or more days
- A member must attend any high school conference in order to attend any multi-day conference that year.

II. Email and Communication

A. Status of Email

- Email is the primary source of communication in the club.
- Facebook is an auxiliary method (if applicable), and no information that has not yet been sent out via email may be put on Facebook.

B. Excessive Number of Email Addresses

- At the end of the academic year and in December the secretary will check the attendance sheet and remove all members that haven't attended the last three meetings.

III. Board

A. Jurisdiction and Authority

- 2 Co-Secretaries General
 - i.e. Co-Presidents
 - Main authority of the Board
 - Overlook all aspects of the club and make sure that everything is properly managed
 - Plan and lead all meetings and events as necessary

- Answer all general club-related questions via email
- Represent the club at General Meetings of the Student Government Association and other events/organizations
- Assist other Board members in whatever aspect necessary
- Ensure fundraising goals are met
- Maintain communication between the board and Mrs. Galante
- Under-Secretary General (if applicable to the school year)
 - i.e. Vice President
 - Assists the Co-Secretaries General in their duties
 - Completes any and all tasks delegated by the Secretaries-General and the Advisor
 - Coordinates an additional conference (beside CHSMUNC and the multi-day conference that the Spring Coordinator is coordinating that year)
 - Assumes the position of Co-Secretary General, should an original one be removed
- Fall Coordinator
 - Overlooks all aspects of the Centennial High School Model United Nations Conference (CHSMUNC), including but not limited to:
 - Reserving the necessary time and space
 - Finding a keynote speaker
 - Designating chairs and volunteer staff (the latter which may include those from the National Honor Society)
 - Overlooking the writing of background guides
 - Creating a schedule
 - Inviting members and other schools
 - Creating and collecting fees and forms
 - Answering all CHSMUNC-related questions via email
 - Serving as the Secretary-General of the conference
 - Handling all other tasks that may arise in this process
- Spring Coordinator
 - Overlooks all aspects in coordinating the Club with the Johns Hopkins Model United Nations conference (JHUMUNC), including but not limited to:
 - Taking care of conference registration
 - Making hotel room arrangements
 - Calculating, collecting, and submitting fees
 - Creating and distributing buddy lists and phone trees
 - Answering all related questions via email
 - Serving as the head delegate of the school's delegation at the conference (unless otherwise directed)

- Handling all other tasks that may arise in this process
- Fundraiser
 - Raises and collects funds for the club through bake sales, including:
 - Muffin MUNDays
 - Booth at CHS Carnival
 - Booth at CHS WorldFest
 - Orders food for Team Building Day
 - Coordinates charity fundraisers, such as:
 - UNICEF Halloween Fundraiser
 - Coordinates catering for CHSMUNC
 - Coordinates a major fundraiser for the year, such as:
 - Dinner night
 - Counts, records, and turns in all money raised by club
 - Answers all fundraising-related emails.
- Secretary
 - Announces each club meeting to the members in advance via email
 - Takes minutes at each club and Board meeting and sends them out via email
 - Records members' attendance and participation
 - Answers all attendance-related emails
- 1 or 2 Members-at-Large (number determined by the Advisor and the Board during the appointment procedures)
 - Write PA announcements:
 - Beginning of the year
 - To be broadcasted on Monday, Wednesday, and Thursday
 - Write TV announcements:
 - Beginning of the year
 - To be broadcasted on Tuesday and Friday
 - Write Facebook posts in the Model UN Facebook Group 1-2 days before all meetings, conferences, and events
 - Maintain website (www.centennialmun.org)
 - Execute all other necessary tasks delegated by the Co-Secretaries General and the Advisor

B. Universal Duties and Privileges of All Board Members

- Must attend all meetings;
 - If cannot, email the whole Board in advance
- Should have access to club email account
- Should have access to "The Board Member's Guide" packet (previously the Co-Secretaries' General packet)
- Must maintain academic and personal integrity

C. Restrictions on Power

- The Board (or any Board member) does not have the power to:
 - Directly handle the club bank account
 - Permanently dismiss any member from the club without the explicit approval of the Advisor and the Principal
 - Prevent any member chosen for a conference from attending the conference once the delegation has been finalized
 - Add any amendments with the intention of prolonging the term of office (1 year) through means other than a general election
 - Coordinate any fundraising event without the approval of the Advisor

D. Conference Committee/Position Assignments Within Board

- Board members get primary choice
- Order of Choice (First to Last) among Board Members:
 - Coordinator of the certain conference
 - Co-Secretaries General
 - Under Secretary
 - For remaining Board members, grade order
 - If two or more Board members are in the same grade, will consider experience (number of conferences attended, etc.)

E. Election and Appointment

- Positions and Method of Determination
 - Permanent Positions (titles which must be kept on the Board each year, although not necessarily by the same person):
 - 2 Co-Secretaries General - elected
 - Fall Coordinator - elected
 - Spring Coordinator - elected
 - Fundraiser - elected
 - Secretary - appointed
 - Non-Permanent Positions (i.e. Flexible Positions; titles that do not need to be kept on the Board each year):
 - Under-Secretary General - may be appointed at the discretion of the Advisor with input from the graduating members of the board
 - 1 or 2 Members-at-Large - appointed by the Board and the Advisor. The number of Members-at-Large shall be determined by the Advisor with input from the Board
- Prerequisites
 - A member who is unexcused to 20% or more meetings (including conference meetings pertaining to conferences that he/she registered for) as of the time of

candidate application will be prohibited from running for an elected or appointed position.

- For Elected Positions
 - Must fill out application
 - Co-Secretaries General
 - 2/+ years of substantial experience in the club
 - 4/+ conference experiences (including 2/+ multi-day conferences)
 - Fall Coordinator
 - 2/+ conference experiences (including 1/+ CHSMUNC and 1/+ multi-day conferences)
 - Spring Coordinator
 - 2/+ conference experiences (including 1/+ multi-day conferences)
 - Fundraiser
 - 1/+ conference experience
 - Participation in 30%/+ of Muffin MUNdays that have occurred in the school year as of the due date of candidate application
- For Appointed Positions
 - Secretary
 - 1/+ conference experience
 - Consistent attendance and participation at meetings and events
 - Members-at-Large
 - 1/+ conference experience
- Procedure
 - Election
 - Prospective candidates fill out candidate application, which would be reviewed only by graduating Board members, who:
 - May change around who is running for which position
 - May reject an application, with the approval of the advisor
 - Will then send out an email to the whole club to inform who will be running for which position
 - Quorum, which is required for the voting to take place, is defined as two-thirds of dedicated membership as of the due date of the candidate application. (“Dedicated” is determined by the Board at the time based on attendance and participation analysis.)
 - Only the advisors may count the votes. (No one else should be present in the room.)
 - Appointment
 - Candidates must submit an application to the elected board members to demonstrate interest

- The elected board members shall interview all candidates
 - The elected board members and the Advisor reserve the right to appoint candidates to positions other than those to which they applied
 - All the appointment decisions are final once announced to the members in an email
- Term of Office
 - 1 academic year
 - For elected positions, starting after the Change-of-Powers meeting
 - For appointed positions, starting as soon as the results are announced to the club
- *F. Removing Board Members*
 - If the Advisor believes that a board member has failed to execute a duty or meet an expectation of his or her office, he or she may initiate impeachment procedures by scheduling a hearing with the board member in question
 - At the hearing, the offending board member shall present his or her case to the Advisor and the Board members.
 - The board member's presentation may include a written or spoken testimony and up to 1 witness testimony
 - The board member may choose to field and answer questions from the Advisor and the Board
 - After the hearing, the Board and the Advisor will discuss the evidence available and presented to them to determine whether the offending board should be removed
 - If the board member in question refuses to participate in the hearing for any reason, the Board and the Advisor will make a decision with the available information
 - The Advisor must approve of all board member removals

IV. Advisors

A. Authority

- Reserve the right to:
 - Execute anything, including actions different than those written in this Constitution, based on their discretion
 - Terminate the Board position of any Board member at any time
 - Permanently dismiss any member (including Board members) from the club at any time

V. Meetings

A. Types

- Club Meetings

- General Meetings
 - Teach and practice general skills
 - For all club members
 - Thursdays, usually
- Conference Meetings
 - Conference-specific
 - Attendance is only expected of members participating in the conference
- Board Meetings
 - Only board members may attend
 - After each club meeting
 - May also be held on weekends and Tuesdays if necessary as determined by the Co-Secretaries General or the advisor

B. Leadership

- Co-Secretaries General are in charge of running the meetings but can delegate certain parts of it to other Board members
 - Certain meetings leading up to certain conferences may be led by the respective coordinator.
- Responsibilities will be determined on a case-by-case basis, but must be planned out before the meetings

VI. Amending the Constitution

A. Process

- The Constitution may be amended at any time with the agreement of a simple majority of the Board, except during the interval between the general election and the corresponding Change-of-Powers meeting.
 - If the amendment passes, its date should be written before the first part of the Constitution.