

Constitution for ICU Model United Nations

1. Name

- 1.1 The club shall be a member of the Knowledge Committee.
- 1.2 The name of the Club shall be Model United Nations, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 a. Introducing members to international politics and the concept, the structure, and the inner workings of the United Nations.
- 2.2 b. Gaining a better understanding of current affairs and international relationships and the role of the United Nations for international diplomacy.
- 2.3 c. Developing skills of diplomacy, debating, persuading and speaking in public. Other important skills such as leadership, negotiation and presentation will also be developed.
- 2.4 d. Bringing together students with an interest in international politics to promote the willingness and ability to achieve international peace and security.
- 2.5 e. Developing knowledge of countries around the world including an in--depth analysis of economics and politics through the weekly Model United Nations debates.
- 2.6 f. Encouraging an appreciation and deeper understanding of the cultures of these countries to put international conflicts into context.

3. Statement of Intent

- 3.1 The constitution, regulations, management and conduct of the club shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.
- 3.2 The club stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that club regulations pertaining to membership of the club and election to management of the club shall not contravene this policy.
- 3.3 The club shall also be governed by the Management Group Standing Orders where the Management Group is determined the New Clubs Committee in the first instance, then as per the Clubs & Societies Policy.

4. Membership

- 4.1 The following shall be eligible to become members of the club:
 - 4.1.1 ICU Full Members
 - 4.1.2 ICU Associate Members
 - 4.1.3 ICU Life Members
- 4.2 Any club member who is a full member of ICU shall be a 'full member' of the club, all other members shall be 'associate members' of the club.
- 4.3 All members shall join the club, a membership fee may be set by the club committee but shall not be less than that specified by the ICU Clubs & Societies Board.

5. Committee

- 5.1 President
- 5.2 Secretary of Training
- 5.3 Secretary of Treasury
- 5.4 Secretary of Operations
- 5.5 Secretary of Conferences
- 5.6 Secretary of Marketing

6. Management and Job Descriptions

- 6.1 The Chair shall represent the club on the Management Group Board, and shall be responsible for making sure that the club is run according to the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected.
- 6.2 The Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.

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6.3 The Treasurer shall carry out the day to day financial duties of the club.

6.4 The President shall i. To coordinate the executive team, set objectives, assign tasks and follow up with the team.

ii. To represent the society to external organisations including Imperial College Union, sponsors, conferences, etc.

iii. To organise meetings of the executive team at his discretion.

iv. To report on the society's activities to the members.

v. To lead the society's efforts for Fresher's Fair, the launch event and the AGM.

6.5 The Secretary of Treasury shall i. To raise sponsorship.

ii. To authorise all transactions including for food, conferences, socials and events.

iii. To submit a budget on eActivities by the appropriate deadline.

iv. To submit a proposal to the President, detailing MUN conferences to which ICMUN will send a delegation, as well as the number of socials/events per term and total subsidy before October 1st.

v. To facilitate collection of payments from members as appropriate.

vi. To set the membership fee in accordance with the ICU Clubs and Societies Board's directives.

6.6 The Secretary of Operations shall i. To book rooms for ICMUN events.

ii. To take and file minutes of executive team meetings and register appropriately on eActivities.

iii. To maintain the website, mailing list and social media profile.

iv. To secure refreshments for ICMUN regular sessions.

v. To maintain the executive team's Dropbox folder, Whatsapp group, Facebook group, etc.

vi. To file the risk assessment as per the deadlines of ICU.

6.7 The Secretary of Training shall i. Organise regular ICMUN sessions.

ii. To submit to the President by the first day of each term a proposal for training in and outside of regular ICMUN sessions, and secure trainers therefore.

iii. To appoint chairs for each MUN simulation, and pass on the topic and topic briefing to the Secretary of operations.

iv. To keep inventory of placards and gavels.

6.8 The Secretary of Marketing shall i. To work with the President on Fresher's Fair arrangements, book the stall and maintain inventory of marketing material.

ii. To regularly organise social events, seeking authorization from the Secretary of Treasury on subsidies.

iii. To prepare marketing material for social media, sponsorship pitches, etc.

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6.9 The Secretary of Conferences shall i. To apply to conferences on behalf of the society, complete transactions and pass on allocations.

ii. To manage conference allocations and appoint a head delegate.

iii. To secure accommodation and travel based on authorisation from the Secretary of Treasury.

7. Committee Meetings

7.1 Committee meetings shall be called by the Chair of the club and held at least monthly.

7.2 At least five College days' notice of a committee meeting must be given to the committee.

7.3 Only committee members may vote at a committee meeting, but full and associate members of the club may be invited and speak.

7.4 Quorum shall be two-thirds of the committee of the club.

7.5 Decision shall be reached by simple majority of the committee members present.

8. General Meetings

8.1 A general meeting may be called by the club Chair, quorum of the committee or by ten full members of the club; this must be submitted to the Chair in writing. The general meeting must be held within ten College days of receipt of the proposal.

8.2 General meetings may only be held during undergraduate term time.

8.3 At least five College days' notice of a general meeting must be given to the club membership.

8.4 Only full members of the club may vote at general meetings.

8.5 Quorum of the meeting shall be half of the full club members.

8.6 Decision shall be reached by a simple majority of the full members present.

9. Annual General Meeting

9.1 The AGM shall be held during the second term of the academic year, unless permission is obtained from the Deputy President (Clubs & Societies). The AGM shall have as its main business:

9.1.1 The presentation of the report of activities, including financial activities, for the past year.

9.1.2 The election of the committee for the next session.

9.2 An agenda giving notice of the AGM must be circulated to all club members at least ten College days in advance.

9.3 Nominations for club officers must be posted at least ten days in advance of the meeting and closed before the meeting.

9.3.1 Each nomination shall require one proposer and normally 4 seconders who shall be full members of the club.

9.3.2 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted from the floor at the AGM.

9.4 The quorum of the AGM shall be half of the full members of the club.

9.5 In the event that no person is voted in to a post or of resignation from a position, the Chair will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as per AGM.

9.6 Further guidance on elections can be found in the Election Regulations for Imperial College Union.

10. Finance

10.1 The club may receive grant from Imperial College Union and shall administer this and any self-generated income in accordance with the Imperial College Union Financial Regulations.

10.2 The club Treasurer will provide the Treasurer of the Management Group with a detailed budget for the following academic year during the first half of the second term of the academic year.

10.3 Budgets for events shall be submitted to the Management Group Treasurer and/or the Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations no later than two weeks before the date of the event.

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11. Health & Safety

- 11.1 The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health & Safety Policy, and Imperial College Union's Code of Conduct for Clubs, Societies & Projects.
- 11.2 The club will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

12. Additional Activities

13. Constitution

- 13.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. The Management Group shall approve any such alterations.
- 13.2 This Constitution shall be binding on the club officers and members, and all other constitutions are hereby revoked.
- 13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Model United Nations on 13/06/2019 by Ariel Fedida and Daniel Wigh