**The Constitution of the Drew 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 Drew University Model United Nations at Drew University.

1.01.01. The shorter title may be used: DrewMUN or DUMUN.

1.02. The Organization was founded at Drew in 2008.

**Article 2. Mission and Practices**

2.01. The missions of Drew University Model United Nations at Drew University are:

2.01.01. To encourage vigorous debate on issues that are of vital importance in the arena of international relations and on issues those 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 Drew University 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 Drew 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 Jersey State law.

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

**Article 3. Membership and Affiliations**

3.01.Membership in the Organization shall be open and limited to all fully matriculated Drew University students (herein defined as students currently enrolled in a credit baring course or courses while pursuing a degree) and other members of the University community (defined as Drew University 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. This organization shall abide by all applicable laws of the State of New jersey and the United States.

3.04.The Secretaries of the Organization shall submit to their club advisor and presidents a comprehensive membership list containing the name, net ID, Drew University email address, school, class status, and gender of each member of the organization by the 2nd meetings of each academic semester and at other times deemed appropriate by the presidents. If members are faculty, staff, administrators or alumni please provide their titles and affiliation with Drew University.

3.05. Membership in the Organization shall be determined by attendance at 75 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 cosponsored 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 club advisor and presidents the non-DREW UNIVERSITY organizations name and address along with a contact people name, title, and contact information.

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

3.09. The Organization shall maintain at all times a membership of at least 16 fully matriculated students.

3.10. The organization shall abide by the Office of Student Activities and Dean. This organization shall also abide by the rules and regulations of the University and the Board of Trustees as stated in the Drew University Student Handbook and the statement of Rights and Responsibility of Registered Student Organizations.

**Article 4. Officers and Duties**

4.01. The Officers of the Organization shall consist of two Presidents, two Vice President, two Secretaries, 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 Club shall appoint a club advisor who shall serve as a moderator and mentor of the Organization’s Executive Board. Advisor members shall serve only in a non-voting capacity.

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

4.04. Any DREW UNIVERSITY 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 two All-Square organizations.

4.05. The Officers of the Organization shall be elected by majority vote of the Members present during a meeting to be called by the club 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.

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, DREW UNIVERSITY email address, school, class status, gender, and anticipated graduation date shall be submitted by the Secratary of the Organization to the Presidents.

4.08. Both **The Presidents** shall call all meetings of the Membership, regular or otherwise, and shall serve as the chairman of such meetings. In addition, with the advice of the Executive Committee, either assign other members or 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 ECAB, and shall in all events serve as a link with other associations and members. The Presidents 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 assigning all club program forms and room reservations.

4.09. Both **The Vice Presidents**, in the absence of BOTH the President, or should BOTH the Presidents prove unable or unwilling to perform the duties described above, shall assume the responsibilities of the Presidents. The Vice President shall also perform other duties as the President may assign from time to time. Writing official letters may have to be written. Also, the Vice President is responsible for publicity and advertising as well as on-campus, non-conference related events. Also keep up with amendments in constitution.

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 Presidents, Vice Presidents, and advisor, shall prepare and present any budget requests to ECAB. The officers shall insure that all funds are properly kept within the ECAB accounting system or DUMUN accounting system, including club income. No outside accounts are permitted. In order to maintain the club continuity, the Treasurer has to train another elected treasure, who is not a senior, in their final academic year at Drew University.

4.11. Both **The Secretaries** 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. Also, send out e-mails regarding the club, including meeting timings. Help Vice Presidents keep up with amendments in constitution.

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 Drew University staff or another administrator or faculty member from the University. 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 t he 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 club advisor two weeks prior to resigning.

4.16. If any Officer of the Organization, except the two Presidents, leaves to study aboard, 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, including presidents, 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 sixty five (65) 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.

4.20. All officers must maintain a 2.0 GPA over the semester and term.

4.21. You NEED to be an active member in the club for a year to be able to run for a position. Also maintain a 2.0 GPA or above. Have fifty percent of the members and executive board sign a petition which will able the candidate to run for the position. Also needs to sponsor ALL but one of the events hosted by MUN.

**Article 5. Quorum and Meetings**

5.01. A quorum shall exist at any Meeting of the Membership where at least forty percent (40%) of the Members then in residence at DREW UNIVERSITY are in attendance along with half of the Executive board.

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 eight times per semester at such time and place to be determined by the Presidents.

5.04. A Special Meeting of the Membership shall be called upon the requests of the President at least seventy-two hours before the meeting. Members shall have an input to set the time and agenda for the meeting.

5.05. All Members shall be notified via E-mail of the time, date, location and agenda, if available, 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 Presidents. At such Meetings of the Executive Committee a quorum shall be deemed to be the attendance of sixty five (65) percent members of the Executive Committee.

5.07. The Organization shall properly register with the ECAB and Student Activities, if necessary, all activities sponsored or co-sponsored by the Organization by following polices and procedures set by the DUMUN and ECAB.

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

5.9. The Organization shall not co-sponsor activities with non-DREW UNIVERSITY organizations or individuals unless there is a very strong affiance. Also it should be discussed with the advisor and the executive board and the members. And a majority if sixty-five percent is needed to co-sponsor. Also permission is needed from ECAB, dean, and other authority, if necessary.

5.10. The meetings will be held on EVERY Wednesdays and Sundays at 7 p.m.

**Article 6. Voting & Elections**

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

6.02. There shall be no absentee or proxy voting with respect to any matter, unless given a written note a week prior to the election.

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

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

6.05. 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 Presidents at the time of the elections.

**Article 7. Finances**

8.01. The Treasures as well as the executive boards have authority over the finances.

8.02. Money is required not only from ECAB, but also from other organizations

8.03 Fundraisers may also be held to raise money.

8.04. The Executive board is responsible for authorizing expenditures.

8.05. Money is required for purchase of binders, placards, trips to the UN, sponsored events, campus wide events, holding MUN conferences, going to MUN conferences, copying, and other unseen expenditures.

**Article 8. Miscellaneous**

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

8.02. 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 DREW UNIVERSITY.

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

8.04. A copy of this Constitution and any amendments and changes hereto shall be kept on file with the Office of Student Activities and ECAB.

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

8.06. 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. Also a debate will be held to give equal chances to all members.

8.06. The Executive Board of the Organization shall add 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.

8.07. Grievances related to conflicting interpretations or perceived violations of polices and procedures outlined in this Constitution shall be filed with ALL the members of the club, advisors, and Student Activities Organization for judgment and judicial decision.

8.08. Student publications shall print on the cover page or the page containing the table of contents the following statement: "This publication is published by Drew University students and DREW UNIVERSITY 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.

8.09.Club web sites shall print on their home page the following statement: "This web site is designed and maintained by Drew University students and Drew University 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.

8.10. The Organization shall only use their official club name, Drew University Model United Nations or DrewMUN, or DUMUN or any symbols or other Drew University trademarks to advertise registered club activities.