The Constitution of Miami University Model United Nations  
As Amended  
Last updated: 02 April 2008

I. The purpose of the Miami University Model United Nations, henceforth referred to, in this document, as "MUMUN", is to facilitate comprehension of the United Nations structure and function; to foster understanding and tolerance of diverse worldviews and cultures; to encourage interest and awareness in international politics, foreign affairs, and diplomacy. Miami University Model United Nations shall be an active and competitive body, whose purpose is to foster excellence in students via national and state competitions. MUMUN shall maintain working knowledge of geopolitics, available to all students to foster critical thinking, policy construction, and argumentation skills;

II. The Secretariat:

A. Secretary-General, whose duties will include:

a. presiding over all MUMUN organizational meetings,
b. setting meeting agendas in concert with the Secretariat,
c. ensuring that the officers of MUMUN are executing their prescribed responsibilities in a timely manner and aiding them with their duties if so needed,
d. filing the necessary non-fiscal documents with the Miami University Associated Student Government,
e. actively pursuing participation in national and state tournaments, overseeing deadlines and presenting tournaments for a vote by the Secretariat to pursue participation,
f. overseeing and establishing meetings of the Secretariat to be held at their discretion,
g. being solely and continually responsible for the organs, execution of MUMUN’s constitution, and elections, and the well being of the General Assembly, Secretariat, and MUMUN;

B. Deputy Secretary-General, whose duties will include:

a. assisting the Secretary General with all aforementioned duties,
b. being continually responsible for accountability and transparency of the entirety of the Secretariat, elections, and voting procedures,
c. arranging and continually seeking speakers for special events, in concert with the Secretariat and General Assembly, that further the purpose of MUMUN,
d. handling all social affairs of the organization including any needed delegation of said affairs to other members of the General Assembly or Secretariat,
e. executing duties in the absence of the Secretary General and overtaking their position in the case of the Secretary General’s resignation, impeachment, or otherwise permanent departure;

C. Undersecretary of Finance, whose duties will include:

   a. requesting and filing the appropriate fiscal and financial forms, including any and all pertaining to University funding,
   b. collecting member dues and maintaining them in the MUMUN account ledger, as well as issuing receipts, and issuing an oral report to the General Assembly on a monthly basis,
   c. managing all assets in the MUMUN account ledger,
   d. updating the MUMUN account ledger within one week of an event or transaction,
   e. copying and recording all receipts and transactions ,
   f. submitting a monthly report to the Secretariat,
   g. appropriating and paying the correct amounts for appropriations to tournaments and other MUMUN sponsored activity,
   h. synthesizing, in concert with the Secretary General, an expenditure report of projected conferences,
   i. coordinating, in concert with the Secretary General and the Secretariat, the fundraising capabilities and events sponsored and executed by MUMUN; including but not limited to, a survey and report of activities that the General Assembly would and can participate to maximize MUMUN’s revenue,
   j. being continually responsible for all fiscal responsibilities and maximizing revenue generation for MUMUN;
   k. creating and presiding over a fundraising committee to create and pursue fundraising opportunities,

D. Undersecretary of Communications & Correspondence, whose duties will include:

   a. maintaining a text archive of meeting minutes from all General Assembly and Secretariat meetings,
   b. being continually responsible for the publication and public relations between MUMUN and Miami University,
   c. maintaining and updating the MUMUN bulletin board,
   d. corresponding and communicating to members the events, meetings, and activities of MUMUN and its organs,
   e. creating and maintaining the MUMUN website, and in concert with the Secretariat, designate a “webmaster” to run, update, and maintain the public electronic face of MUMUN,
   f. delegating or maintaining the activity of the MUMUN blackboard site, hosted by Miami University’s Technology Services;
      i. updating all meetings and agendas,
ii. maintaining forum discussion,
iii. organizing minutes,
iv. posting the monthly MUMUN account ledger,
v. posting relevant documents in appropriate folders,
vi. posting relevant website links in appropriate folders,
vii. posting active members via information from Undersecretary of Logistics and Recruitment,
viii. posting information of Secretariat profiles and activity,
ix. organizing any other material located in the Blackboard,
g. creating or delegating the creation of Miami publications to continually inform the Miami University academic community of MUMUN’s activities and successes;

E. Undersecretary of Logistics and Recruitment, whose duties will include:

a. being continually responsible for the recruitment and addition to the General Assembly of MUMUN,
b. cataloguing all current members, based on eligibility requirements, of the General Assembly in concert with the Undersecretary of Finance and Secretary General
c. organizing and maintaining a written and electronic database of all members of the General Assembly—complete with; names, contact information, major, and academic-class-status, and weekly meeting attendance, and giving it to the Undersecretary of Communications & Correspondence to be posted online,
d. maintaining all elements of conference participation up through and during the conference such as:
   i. ensuring adequate transportation to and from conferences,
   ii. creating van rosters,
   iii. managing hotel assignments and acquiring hotel reservations in a timely manner;

F. Undersecretary of Delegate Development, whose duties will include:

a. Being responsible for organizing conference and debate simulations at least three times each semester,
b. Teaching all members proper parliamentary procedure,
c. Assisting with and guiding preparation for conferences,
d. Facilitating meetings in which General Assembly members present and discuss positions and topics,
e. Monitoring progress of General Assembly members while holding them accountable for appropriate preparation and reporting said preparation to the Secretariat,
f. Providing additional assistance to any General Assembly member upon his/her request;
G. Secretary-General of MUMUNC, whose duties shall include:

a. Maintaining, constructing, and organizing MUMUN’s high school-level competition known as Miami University National Model United Nations Conference, or MUMUNC, which is the annual conference supported, maintained, and executed by MUMUN, so long as the General Assembly in conjunction with the Secretariat decides to pursue it that year; these responsibilities include:
   i. recruiting high schools,
   ii. delegating responsibilities, and having the proper authority to organize and maintain MUMUNC, and these responsibilities include:
      1. procuring hotel and conference facilities,
      2. creating delegate guide and subsequent staffing assignments,
      3. creating faculty events/forms,
      4. organizing Miami staff and participants;

b. reporting to the Secretariat at Secretariat meetings on the status of MUMUNC preparations and answering any questions they have in regards to it,

c. they shall not have to report to a Secretariat meeting every week but only when summoned to do so, and shall not have a vote on non-MUMUNC related matters;

d. The position of Secretary-General of MUMUNC may be held by any GA member including sitting members of the Secretariat;

III. The General Assembly shall consist of the members of MUMUN. Any student of Miami University that desires to understand the function of the United Nations may join MUMUN. MUMUN will not discriminate on the basis of race, religion, gender, age, sexual orientation, color, handicap, nationality or ethnicity;

IV. No act of hazing may be committed by any member of MUMUN, be them of the General Assembly or the Secretariat, at any point in time, for any purpose. Any member who does engage in such an act will be revoked of their membership, reported to the disciplinary services of Miami University, and prosecuted to the fullest extent possible;

V. The term “official meeting” denotes pre-arranged meetings that are announced by the Secretariat;

VI. Membership, the following criteria are required to be met and maintained during the course of an academic year to be a voting member of the General Assembly, or to be eligible for a position in the Secretariat:

a. Payment of dues stipulated by the Secretariat, via check or cash, with checks made out to Miami University Model United Nations, and give dues to Undersecretary of Finance by the Secretariat’s stipulated deadline,
b. Provide current contact information to the Undersecretary of Logistics and Recruitment which includes; email, and contact phone number,
c. Commit themselves to at least one fundraising project sponsored by MUMUN, in which the member participates, supports, publicizes, and contributes to aforementioned project with the goal of maximizing MUMUN’s revenue for tournaments and activities,
d. Attend official meetings, unless prevented by a legitimate conflict, and have active knowledge of the aforementioned agendas and minutes of MUMUN activities,
e. Consistently have the goal of promoting and contributing to MUMUN by attending conferences, committing to the excellence of MUMUN, and actively participating at meetings and forum discussion,
f. Individuals who are not full or part-time students of Miami University, including Miami graduates no longer enrolled at Miami University, may not act as voting members of the General Assembly or members of the Secretariat;

VII. Conferences. Students participating in MUMUN have the option each semester to attend competitions, outlined here are the circumstances of said participation:

a. To attend the delegate must have paid their dues for the semester in which the conference occurs,
b. Any fees that may be needed from each person in order to participate will be disclosed by the Undersecretary of Finance prior to formal commitment to conference,
c. The Undersecretary of Finance will also make known the specific amount that is charged by the respective conference per delegate to attend and the date on which this sum will be sent,
d. In the case that participation in the conference has been accepted by a delegate and is later removed following payment to the conference, the delegate will be responsible to repay the amount which was paid for their particular participation in the event by the end of that semester, unless a replacement delegate amenable to the Secretariat is found,
e. Failure to compensate MUMUN for loss of funds on account of a delegate removing him or herself from the conference will result in the ineligibility of said delegate to participate in any conferences until such time that they reimburse the organization,
f. All eligible members for conference participation will be reviewed by the Secretariat who will then determine the conference roster,
g. This decision will be based off of the following standards:
   i. Competitive display and success at previous tournaments,
   ii. Attendance will be noted at every meeting and those showing regular absence without explanation will not be looked favorably upon for conference participation,
   iii. Potential for future success,
   iv. Years and level of competition achieved thus far,
h. Any inquiries regarding personal denial of participation to a conference may be submitted to the Secretariat for review and response based on the previous conclusions and statements of the Secretariat during the review process,

i. While at conference delegates are expected to attend all committee sessions and to conduct themselves in a proper and respective manner;

VIII. Voting Procedure, all members of the General Assembly and Secretariat shall adhere to the following protocol during a called vote, in the following circumstances:

a. Elections of the new members of the Secretariat, shall take place via secret ballot,
b. Ballots of elections shall be constructed by the Secretary General and approved by a Secretariat vote,
c. The ballots of elections shall be counted and approved by the faculty advisor, and there shall be a document containing the names of the winners of the election and the faculty advisor’s signature,
d. Any motion for a recount will be entertained at the discretion of the faculty advisor, verbal or written rationale for any such request must be provided prior to its consideration,
e. Voting by the Secretariat takes place in certain circumstances including, but not limited to, the following: tournament participants, financial appropriations, and a tie between two candidates for a position on the Secretariat when only two candidates are running for the position,
f. The Secretariat votes in open fashion, with every vote being recorded by the Deputy Secretary General, and reported to the General Assembly via the minutes of the Undersecretary of Communications & Correspondence,
g. Any issue before the Secretariat will pass with four votes; in the case of a tie, the Secretary General will cast the deciding vote,
h. All members of the Secretariat must be present to hold a Secretariat vote, no proxy can be assigned to register a vote of a Secretariat member,
i. Voting by the General Assembly takes place in rare circumstances, with election procedure prescribed above; the General Assembly vote takes place in certain circumstances, not limited to but including the following: decisions pertaining to the image and presentation of MUMUN to the University, amendments, and impeachments
j. All voting done by the General Assembly is either the aforementioned election-ballot process, proportional ballot process, or by a roll call vote; half-plus-one of the total number of registered members, and a majority of the Secretariat, shall constitute a quorum,
k. In the result of a tie for any ballot/vote process not related to an election by the General Assembly, an immediate revote shall occur,
l. In the result of an irreconcilable tie of the General Assembly, the Secretariat shall vote in their manner aforementioned in sub-clauses “h-j”,
m. Any other decisions or questions about voting procedures should be forwarded and decided by the Secretariat;
n. If no candidate running for a position on the Secretariat achieves a simple majority of the ballots cast when there are more than two candidates running for the position, the top two vote getters shall proceed to a run-off election to achieve a majority vote.

Elections. The Secretariat will be elected from within the General Assembly at the second to last MUMUN meeting during an academic year. These elected officers will serve in the capacity stated in Article II until the next general election or such time that they are no longer able to serve. The Secretary General shall announce “Election Day”, at least one month prior, at an official meeting of the General Assembly. In addition to the announcement of Election Day, the Secretary General must also announce the deadline to declare candidacy for a seat in the Secretariat. The Undersecretary of Communications must also ensure that this information is disseminated to any absent members who were not present to know of the date of candidacy declaration or Election Day, this should be conducted in concert with the Undersecretary of Logistics and Recruitment. The first business of Election Day shall be the election of the Secretariat unless there are pending amendments to this Charter, and candidates must meet the following eligibility criteria:
  a. Candidates for the Secretariat must declare their desire to run for an office one full week prior to election, or in concurrence with any other time guidelines established by the Secretary General, and must submit their candidacy in writing to the Secretary General,
  b. Candidates for the Secretariat must be eligible for full membership at next year’s General Assembly of MUMUN,
  c. Candidates for the Secretariat must be a current member of the General Assembly, verified by the Undersecretary of Logistics and Recruitment,
  d. Candidates for the Secretariat may not seek more than one seat in the Secretariat,
  e. Candidates may not campaign via posters, correspondence, or any other written documents,
  f. Candidates found in violation shall be stricken from the ballot,

Election Day procedures shall be conducted in the following manner:
  a. The meeting begins with the Secretary General calling the meeting to order, silencing all members, and sealing the doors,
  b. The Undersecretary of Logistics and Recruitment shall count the members of General Assembly, verify quorum, and report the number required to obtain a majority of the present body,
  c. Quorum for Election Day procedures shall consist of all current members of the Secretariat, all candidates for the Secretariat, the faculty advisor, and one-half of the registered members of the General Assembly,
  d. No proxy may be assigned to register a vote for an absent member of the General Assembly,
  e. The meeting shall continue with the Secretary General reading the candidates for each position,
f. The Deputy Secretary-General shall be responsible for the time and schedule of Election Day, and shall execute the second-half of Election Day procedures, as follows,
g. Candidates who were unopposed on the ballot shall deliver a 2 minute constructive outlining their agenda for MUMUN, and these persons do not have to formally address the body for the remainder of Election Day procedures,
h. Candidates who are running for the same position within the Secretariat shall leave the sealed room during their opponents’ speeches, and return upon completion of all opponents’ speeches,
i. Candidates for the position of Undersecretary of Delegate Development shall the option of each delivering a 5 minute constructive speech,
j. Candidates who are not running unopposed shall each deliver a 5 minute constructive speech to the present members of the General Assembly,
k. Following all speeches, the Secretary General shall resume the execution of Election Day procedures by distributing the ballots to each member of the Election Day quorum, sans the faculty advisor,
l. The Secretary General shall instruct the body on how to vote on the paper ballot,
m. The Secretary General shall be the last person to cast a ballot and ensure that every member of the quorum has submitted a ballot before dismissal,
n. Once the Secretary General has submitted his or her ballot, the faculty advisor shall leave the room and count the ballots,
o. After the faculty advisor has counted the ballots, he or she shall sign the master ballot declaring the winners or ties of the election, and return and announce the results to the quorum,
p. Objections to the results must be vocally lobbied immediately following the announcement of winners by the faculty advisor,
q. Objections lobbied shall be at the discretion of the current Secretariat, and they will decide whether or not to have a revote,
r. Any tie or entertained objection for a position of the Secretariat shall result in an immediate roll-call verbal revote,
s. The current Undersecretary of Logistics and Recruitment shall conduct the verbal revote,
t. All voting results and materials will be organized and kept in historical order by the Secretary General,
u. After all winners are determined, the meeting may be dismissed if the newly elected members of the Secretariat or any members of the General Assembly do not wish to bring any new business to the floor,
v. If a run-off election is required for a position the candidates to contest it shall deliver a brief one minute constructive speech and the run-off shall then proceed with counting procedures being the same as mentioned above;

IX. Amendments, changes to the MUMUN constitution shall abide by the following stipulations:
a. Any amendments to this document must be presented to and voted on by the General Assembly, proposed amendments may be altered or withdrawn with the consent of the author or by a majority vote of members present,
b. Amendments will be presented in writing to the Secretary General,
c. The Secretary General will then present the amendments to the General Assembly at the next official meeting, notification of this event will be provided to the Undersecretary of Communications so that proper electronic notification will be given to the General Assembly ahead of time,
d. Pending amendments take precedence over all other matters of business at a regular meeting and will be addressed at the outset of the meeting,
e. Once discussed it will be determined by the Secretariat whether sufficient time has occurred for all needed discussion or if more is needed,
f. The Secretariat will then establish a date of vote which will be no sooner than one week following the original presentation of the amendments to the General Assembly and no later than one month,
g. If it is within one month of the end of the academic year, all pending amendments must be voted upon prior to the summer recess,
h. At the beginning of the meeting at which voting will occur the amendments in question will be presented to the General Assembly in their entirety, no alterations may be made at this time,
i. A quorum will be determined by the Undersecretary of Logistics and Recruitment, no vote may be taken without a quorum of the General Assembly present,
j. The option to divide the question for the amendments will then be entertained, a simple majority is required to pass such motion,
k. Division may occur in any manner and must be defined when requesting a division of the question,
l. In the case that no division is requested, the General Assembly will then vote by physical raising of hands in which case the Undersecretary of Undergraduate Affairs will count and record the yea and nays,
m. In the case of division, each separate section as outlined in the request for division will be voted on in the same process outlined in clause VIII-l, with the Undersecretary of Logistics and Recruitment keeping a separate record of each division of the vote,

n. The final vote of yea and nays will be presented by the Undersecretary of Logistics and Recruitment to the body with the acceptance or rejection of the amendment, and will give the divided votes if a division was used,
o. No recount may occur,
p. All amendments passed will be immediately in effect,
q. No amendment passed may affect the outcome of any process already in motion prior to its inception, nor can it alter the qualifications for any event or membership until the beginning of the semester following its inception;
X. Impeachment, that is, the process to unseat a current member of the Secretariat shall be conducted in the following manner:

a. The member of the Secretariat must be accused of a violation of the charter, or an action detrimental to the health and future of MUMUN,

b. Any member of the General Assembly or Secretariat can levy accusations against a member of the Secretariat,

c. The accusations must be submitted in writing two full days before an official meeting to the Secretary General, and who will inform the accused of their charges by supplying the accused with a copy of the letter one full day before the official meeting,

d. In the case that the Secretary General is being impeached, written accusation submissions will be given to the Undersecretary-General,

e. There shall be no disclosure of who levied the charges against the member of the Secretariat, unless the party who levied the charges wishes to make an argument before a quorum of the General Assembly, if that member wishes to address the General Assembly, it must be stipulated in the closing remarks of the accusatory letter,

f. A quorum must be present for the impeachment process to proceed; all members of the Secretariat have a duty to ensure a quorum in this instance,

g. At the official meeting following the announcement, the charges shall be read to the General Assembly, unless the person who levied the charges wishes to read the letter, and give a two minute constructive elaboration,

h. The member of the Secretariat who is charged has a five minute rebuttal to the charges,

i. After the accused is finished with his or her rebuttal, a roll call shall be conducted to determine quorum,

j. If quorum is not found to be present, the impeachment vote shall be conducted via the next official meeting, and shall be the only business conducted at all subsequent meetings until quorum is reached,

k. The vote to impeach is conducted in the same manner of Secretariat Elections, proscribed in Clause VI, sub-clauses “a, d”, and the faculty advisor shall count and sign a document of the results of the impeachment vote,

l. The faculty advisor’s document will ascertain whether there was a majority, two-thirds majority, or no majority of the results of the vote,

m. If there was a two-thirds majority, the accused member of the Secretariat must immediately step down and no objection will be entertained,

n. If a simple majority resulted, the accused member of the Secretariat must step down if all remaining members of the Secretariat do not unanimously and immediately vote to retain the accused member after the results of the vote,

o. No motions for a recount of an impeachment vote shall be entertained,
p. The impeached member of the Secretariat may not again be seated in any office in MUMUN, but can remain an active member of the General Assembly;

XI. In the event that a seat of the Secretariat is vacant, the responsibilities of that seat shall be shared by the other members of the Secretariat until the seat is filled. The Secretariat may vote within itself to appoint any willing and current member of the General Assembly to fill a vacant or otherwise open executive position, other than that of Secretary General, given no vocal or written objection by the General Assembly at the subsequent General Assembly meeting. The vacancy with the proposed official will be announced at a meeting of the General Assembly before a Secretariat vote, any objection against this action will result in a General Assembly decision for the candidate, the process of the vote shall be roll call following procedures proscribed in Article VII. If no objection is lobbied, the Secretariat will go into voting procedure, immediately following the meeting. If the candidate fails to win a simple majority of the General Assembly decision or Secretariat, the position remains vacant and the Secretariat shall continue to maintain and delegate the responsibilities for the vacant position;

XII. Neither MUMUN, nor any subset thereof, shall sponsor, endorse, campaign for or otherwise participate in the support or opposition of any candidate or issue in any public or university election except as provided by this section:
   a. To consider MUMUN support or opposition to a candidate or issue, an expressly-worded motion to do so must be submitted to the General Assembly during an official meeting,
   b. The motion must be seconded by 1/3 of the members present to be considered, else it immediately fails,
   c. The date and time that the matter will be voted on will be decided by the Secretariat and must be announced at least one week in advance,
   d. Any candidate, or a representative of a candidate or issue, with pending MUMUN support will be offered an invitation to speak and answer questions during an official meeting of the General Assembly on or by the date of the vote,
   e. Speakers in opposition to the invited speakers from clause (d) may be invited at the discretion of the Secretariat,
   f. To adopt a motion to officially support or oppose a candidate or issue, the Secretariat and 2/3 of a General Assembly quorum must affirm;

XIII. Any decision that may confront MUMUN and is left unstated by this charter is subject to a vote by the General Assembly. The members of the General Assembly must be informed of the decision before them by the Undersecretary-General of Communications at least two weeks prior to the vote unless the matter is one which time would not permit waiting in which case the General Assembly must be notified at the soonest available time and the event will qualify as a “special circumstance” as decided by the Secretariat. The Secretary-General will be responsible for conducting the vote. Each member of the General Assembly, including each member of the
Secretariat, will have one vote. In the case that a general consensus cannot be reached, the Secretariat will vote amongst themselves;

XIV. This document will actively remain the sole governing constitution of MUMUN until such time that it is amended or removed.

Placed into effect on this day, the Thirteenth of April of the year Two Thousand Five.