



United Nations Society Constitution

**Prepared for The Carleton United Nations Society by
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Section I. Definitions

1.1 The Society:

The United Nations Society, (the Society) is a student club at Carleton University certified by the Carleton University Students Association (CUSA). It is a forum for the discussion of international affairs and a team which competes in Model United Nations (MUN) conferences. The Society is a non-partisan, not-for profit and apolitical organization that is in no way affiliated with the actual United Nations, so long as a political or partisan stance is not necessary to secure its ability to exist and execute its mission defined in Section 1.2;

1.2 Mission Statement:

The Society advocates education on international issues and understanding the mission of the UN and its initiatives. We seek to engage students from all programs and backgrounds in a world of applied diplomacy. At the United Nations Society, we believe that every Carleton student should be empowered with the opportunity to learn, grow and develop valuable life skills in a fun and positive environment. Our goal is to create confident leaders, diplomatic negotiators, and inspired communicators through participation in Model United Nations simulations, contact with political and academic communities, and by providing opportunities for intellectual debate. As a competitive team, we strive to improve the reputation of our school, and bring matters of international significance to the forefront of our community. We aspire to foster global citizens who value integrity, hard work and professionalism in all their actions, both in and out of committee;

Section II. The Membership

2.1 Members:

A Member shall be defined as any individual who meets the following criteria:

- a. Is a student enrolled at Carleton University,
- b. Has paid the annual membership fee determined by the Society Board of Executives (The Executive) (as per Section 2.2);

2.2 Joining the Society:

Each Fall Semester the Executive shall organize recruiting initiatives, but any Carleton student who pays the annual membership fee may join the Society at any point during the academic year with the understanding that they may not necessarily be eligible for all Society events and initiatives;

2.3 Roles of Members:

Members have the following roles:

- a. To represent Carleton University at External Conferences on Delegations selected by the Executive,
- b. To attend events and initiatives organized by the Executive throughout the academic year,
- c. To elect the Executive for the coming academic year at the Society Annual General Meeting (AGM) held at the end of each academic year (Articles 10 and 12);

2.4 Responsibilities of Members:

Members have the following responsibilities:

- a. To comport themselves in a manner befitting representatives of Carleton University at External Conferences and at all Society events,

- b. To at no point over the course of their involvement with the Society undertake any actions that harass or discriminate against others, or put others in danger; are illegal or unethical; or that otherwise contravene any policies of CUSA and Carleton University,
- c. The Executive shall use Part IV of Carleton University Human Rights Policies and Procedures, to determine if harassment or discrimination has occurred,
- d. To cover the cost of any damages they may incur as a result of their actions at Society events or External Conferences,
- e. To at all times uphold the integrity of the Society and its Mandate, and to at all times act in the best interest of the Society,
- f. Respect the rules and code of conduct designed by the Executive yearly and outlined in a form to be signed by each Member before attending an external conference,
- g. To pay all fees for societal events, in accordance with the rules of the event, at the same rate charged to the membership;

2.5 Personal Information:

Members shall be asked for personal and confidential information by the Executive over the course of their involvement with the Society. Information shall not be shared with any individuals or entities outside the Executive without previous notice:

- a. Information may only be shared, without previous notice, outside the Executive if the information or withholding of said information is deemed crucial to an individual's safety, in case of emergency, or by court order,
- b. The Executive will only share information when time sensitive situations arise and will do its best to contact the Member first whenever possible,
- c. If information is shared by the Executive without previous notice to the Member The Executive will provide the Member with an explanation as to why the Executive was unable to give them notice and any supporting documents, if applicable, immediately after the information is shared,

Section III. The Executive

3.1 Function of the Executive:

The Executive ensures that the Society fulfills its mandate and maintains the financial stability of the Society;

3.2 Formation of the Executive:

The Executive will be elected by the Members at the Annual General Meeting (see section 10) and shall hold office from May 1st to April 30th inclusive. All Executives must be paid Members in good standing as of September 1st, and must execute their positions as prescribed in Section IV;

3.3 Positions of the Executive:

The Executive will consist of the following nine positions, with each position only being occupied by one individual:

- a. President,
- b. Vice President, Finance,
- c. Vice President of Communication,
- d. Two (2) Co-Directors of Training,
- e. Director of Logistics,
- f. Director of Events,

- g. Director of Media;

3.4 Responsibilities of the Executive:

In addition to the responsibilities set out in each executives respective portfolio as per section 4 of this document, each executive accepts the following responsibilities knowing that failure to do so could lead to their impeachment. The responsibilities of the Executive are as follows:

- a. To abide by section 2.4,
 - i. “Executives must pay all fees in accordance with section 2.4.g. at the same rate and following the same rules as normal members save for the exceptions made in section 3.6 when applicable,
- b. To establish a collective strategy in order to fulfill the Executives mandate for their academic year,
- c. To operate effectively in setting Society policy governing overall strategy and the day-to-day operations of the Society. Abiding by the clear guidelines provided by the President in order to perform their respective duties,
- d. All Executives are bound to abide by policies passed or determinations made at Executive Meetings, and no individual Executive shall undermine the policies passed,
- e. To consistently communicate the Mandate of the Society and its goals, to the membership,
- f. To maintain the confidentiality of all Executive Meetings, Committee Meetings, and semi-formal and informal deliberations of the Executive:
 - i. Executives may not share any information that the Executive has not approved for public release by the President with any party outside the Executive, with exceptions prescribed elsewhere in this document;
- g. To abide by the Society budget,
- h. To remain accountable to the Membership through timely communications on the goals of the Executive for the Society, and the AGM,
- i. To lead by example, to treat all Members with respect and to avoid abusing their positions in any of their interactions with Members,
- j. To abide by and uphold any responsibilities set out in this document beyond section 4 and to support the work of the executive by taking on any additional responsibilities, within the scope of their portfolio (section 4), as needed by the President, possibly on the advice of other Executives,
- k. In the event that any Member witnesses any Member seriously violate their responsibilities, harass or make unsafe any individual in the course of their involvement with the Society, or undermine the Society or its mandate, they must refer the situation to a member of the Executive, or the Executive as a whole, and the Executive will follow the guidelines put forward in any applicable CUSA governing documents,
- l. Any and all violations and failures to comply with the duties listed in section 3.4 are only enforceable by sections 3.4, and 3.9 of this document and do not impose any civil liability, or obligations onto member of the Executive or the Membership of the Society beyond those required from local laws and relevant regulations;

3.5 Residency Requirements:

All Executives must:

- a. Ottawa Residency: All Executives must live in Ottawa or the surrounding area and attend Carleton University in order to serve on the Executive during the academic year for which they were elected. Executives who move away from the Ottawa area permanently or who cease to be Carleton students are no longer considered members of the Executive:
 - i. Any executive who leaves Ottawa for more than one (1) month during the fall and winter semesters may remain on the executive so long as they continue to execute their duties remotely or another member of the Executive agrees to temporarily take on the departing executives' responsibility so long as the arrangement is made before the departing executive leaves,
 - ii. Executives must execute their duties during the summer regardless of residency;

- b. Executives who fail to meet the requirements laid out in sections 3.5 (a) at any point during the academic year for which they were elected, forfeit their position on the Executive;

3.6 Benefits:

All members of the Executive will receive the following benefits for their services:

- a. Each conference will have a spot set aside for each member of the Executive and can only be made available for the general membership to purchase if:
 - i. The member of the Executive gives up their spot either verbally to the president or in writing or,
 - ii. The member of the Executive fails to pay for their spot within the time frame set by the President, on the advice of the Vice President, Finance;
- b. The first choice of committee and country assignments at any and all External Conferences, pending payment for the conference as per section 3.6 (a):
 - i. So long as the executive decides their committee and country assignment prior to the deadline set in 7.3.a,
 - ii. Should two or more executives contest the same assignment, the Executive may decide how to equitably assign the spot by a majority decision should all parties be unable to come to a compromise;

3.7 Conflict of Interest:

A conflict of interest shall have the definition, adapted from the CUSA Conflict of Interest Policy, of a situation where:

- a. An Executive will personally benefit from an Executive policy or Society activity,
- b. A group or organization other than the Society with which an Executive is involved will benefit from an Executive policy or Society activity,
- c. A spouse, partner or family member of an Executive will personally benefit from an Executive policy or Society activity,
- d. "Benefits" shall be primarily understood to mean financial gain, but may also include actions that advance the political or social agenda of an individual or organization;

3.8 Procedure Regarding Conflicts of Interest:

An Executive that believes they may be in a conflict of interest shall abide by the following procedure, adapted from the CUSA conflict of interest policy:

- a. Remove themselves from the decision-making process on the conflicting issue,
- b. Refrain from attempts by any means to influence the decision on or outcome of the conflict issue,
- c. Notify the Executive that there is a potential conflict of interest verbally and in writing;

3.9 Impeachment proceedings:

- a. In the event that an Executive should fail to fulfill their obligations under section 3 or section 4 or prove to be untruthful, unethical in their duties, or fails to address a potential conflict of interest to the satisfaction of the Executive, they may be asked to resign by the President. Failing this, the Executive may be impeached by the following procedure:
 - i. A Meeting of Impeachment may be called by any Member who has collected the signatures of no less than one quarter of the active Membership or 20 signatures, whichever is the lower threshold,
 - ii. The entire Membership must be given no less than seven (7) days' notice of the Meeting of Impeachment by the most senior member of the Executive not involved in proceedings through the most-used communication channel and by formal email,
 - iii. All Members may attend and vote at the Meeting of Impeachment,

- iv. The Member who called the Meeting of Impeachment and the Executive in question must agree on a neutral third party to chair the Meeting:
 - I. If the parties fail to determine a neutral party in an appropriate amount of time, the President will have the obligation to appoint a neutral chair:
 - A. In the case of a Presidential impeachment, the available executive in the line of succession (as per Section 3.11.) will determine the chair of the meeting;
- v. During the Meeting of Impeachment, the Executive in question and the Member who moved the Motion of Impeachment, shall be permitted to speak to the motion for a maximum of four minutes each,
- vi. During the Meeting of Impeachment, the Chair will be permitted to recognize an additional two speakers for the motion and two speakers against the motion, with a maximum speaking time of two minutes per speaker,
- vii. The Executive in question shall be removed from office if the motion for Impeachment is passed with a two-thirds majority by the Members in attendance,
- viii. The meeting must be held at Carleton University during reasonable hours within the Fall or Winter semesters;

3.10 Dismissal of Directors at Large:

Directors at large can be dismissed unilaterally by the president for gross incompetence, negligence or actions that are unsafe, illegal, unethical, contrary to any Carleton University or CUSA policies, or that harass other Members.

3.11 Vacancies:

If a position on the Executive is vacant, excluding the position of President, then the Executive shall either appoint a replacement from the Membership who has been in the Society for at least one year, or the President shall delegate the vacant position's responsibilities within the Executive. If the position of President is vacant, then the line of succession is as follows:

- a. Vice President, Finance;
- b. Vice President, Communications;
- c. If the positions of President, Vice President, Finance, and Vice President, Communications are all vacant, then the Director of Logistics shall be responsible for organizing a by-election at the earliest possible date in accordance with AGM rules (Article 10).
- d. The President or acting president may at any point instruct the Director of Logistics to call a by-election, in accordance with Article 10, to fill any or all vacancies on the Executive.

3.12 Executive Meetings:

Executive Meetings shall be called by the President and intended to facilitate planning the policy direction and strategy of the Society in fulfilling its mandate each year:

- a. Five (5) Executives constitute quorum for Executive Meetings and the President or at least one (1) Vice President must be present;
- b. The President shall accommodate the schedules of all Committee members when calling Committee meetings within reason, but Executives must not fail to attend Committee meetings once they have been scheduled.
- c. Committee members must provide the President with at least twenty-four (24) hours' notice if they are unable to attend a Committee Meeting;
- d. In the event that an Executive member misses two (2) or more Executive Meetings without giving notice to the President beforehand, the President may take appropriate action as per section 3.9 or 3.10;
- e. In the event that a Committee member misses three (3) or more consecutive Committee Meetings but has given notice to the President beforehand, the President may take appropriate action as per section 3.9 or 3.10;

- f. The President shall serve as Chairperson for all Executive Meetings,
 - i. Should the president be unavailable to chair an Executive meeting, the meeting must be rescheduled;
- g. The President shall draft the agenda for all Executive Meetings, subject to the approval of the Executives. Executives may add items to the agenda;
- h. The Executive shall vote on motions introduced by Executives, which become Society policy when passed;
- i. The Executive shall hear and vote on Committee recommendations, which become Society policy when passed;
- j. The President shall possess veto power on all motions. The Presidential veto shall only be used in circumstances where the President believes that a motion will have deleterious long- or short-term consequences, on the following, arranged in descending order of precedence:
 - i. The financial stability of the Society,
 - ii. The integrity of the Constitution of the United Nations Society, or CUSA Documents
 - iii. The integrity of the Society as a non-partisan, apolitical, not-for-profit organization,
 - iv. The strategic goals of the Society.

3.13 Non-Executives:

Non-executives may be invited to Executive meetings if the expertise or connections of the individual will aid the Executive in its responsibilities, but the Executive shall not divulge any confidential activities of the Executive when non- Executives are present;

3.14 Absences:

In order for the Executive to function effectively, Executive Meetings must always be attended by all Executives. The President shall accommodate the schedules of all Executives when calling Meetings, but Executives must not fail to attend Executive Meetings once they have been scheduled.

- a. Executives must provide the President with at least twenty-four (24) hours' notice if they are unable to attend a Meeting;
- b. An Executive who misses two (2) or more Executive Meetings without giving notice to the President beforehand may be asked to resign;
- c. An Executive who misses three (3) or more consecutive Meetings but has given notice to the President beforehand may be asked to resign;
- d. Extenuating circumstances such as medical or family emergencies may excuse an absence. Because all Executives have been elected to their positions understanding that they must balance their responsibilities on the Executive with their academic responsibilities, academic deadlines shall not be considered extenuating circumstances.

Section IV. Executive Portfolios

Executives shall have the following responsibilities and expectations:

4.1 President:

- a. Lead the Presidential Team which is defined as the Vice President, Finance, and the Vice President, Communications, by equitably delegating leadership tasks among the Presidential Team as appropriate under the portfolios of its members;
- b. Determining the external conference roster through deliberation with the following Executives: President, Vice President, Communications, Vice President, Finance and any other executives the President deems fit to consult;
- c. Be responsible for the overall leadership of the Society and possess the final say on The Executive's decisions so long as this document does not provide an alternative decision-making process on the issue;
- d. Coordinate with all other Executives on all internal and external Society Activities;
- e. Serve as the default Head Delegate at all External Conferences, unless they select another Executive to take on their role;

- f. Serve as Society plenipotentiary to CUSA, Carleton University, and all other Entities;
- g. Possess joint signing authority for the finances of the Society;
- h. Be Responsible for the organization and coordination of In-house Conferences;
- i. Jointly possess the login information for all Society websites and social media pages;
- j. Bare Primary Responsibility for the Society Archive, defined as the repository for all materials collected over the course of the Society's existence that are deemed to be of Societal importance and to update the archive at the conclusion of their term with the materials collected over the President's term;
- k. Serve as the final authority responsible and accountable for all Society matters;

4.2 Vice President, Finance:

- a. Determining the external conference roster through deliberation with the following Executives: President, Vice President, Communications, Vice President, Finance on the advice of any other executives they deem necessary,
- b. Manage the Society bank account and deposit all society revenues into the account;
- c. Oversee all Society fundraising initiatives and apply for subsidies, grants, and event-specific funding where applicable;
- d. Issue receipts and thank you letters to all donors and sponsors,
- e. Possess joint signing authority for the finances of the Society,
- f. Collect payment of all fees from Members,
- g. Issue receipts to members who request a receipt for any payments they made to the society in excess of \$10,
- h. Issue payments for all Society expenses,
- i. Keep digital records of all financial transactions,
- j. Create and maintain a database of all fees paid by all Members,
- k. Approve all expense reports and estimates submitted by Executives,
- l. Respond to any financial inquiries from CUSA,
- m. Provide the Executive with timely updates on the financial situation of the Society,
- n. Present an up-to-date budget at the All Candidates Meeting,
- o. Chair all Executive Meetings in the absence of the President,
- p. Serve as plenipotentiary to CUSA, Carleton University and all other entities in the absence of the President,
- q. Serve as second to the Vice President, Communications at External Conferences, and serve as Head Delegate in the absence of both the President and the Vice President, Communications (in the event that the Vice President, Finance serves as Head Delegate, they may appoint their own second from within the Executive),
- r. Cooperate with the Director of Media and Vice President, Communications to design, produce, and distribute Society Merchandise,
- s. Succeed the President in the event that the Presidency should be vacated (Article 3, Section 10),
- t. Maintain a list off all members who attended conferences for use when determining the active member list (Article 10, Section 1, Clause A and Article 10, Section 3);

4.3 Vice President, Communications:

- a. Determining the external conference roster through deliberation with the following Executives: the President, the Vice President, Finance on the advice of any other executives they may deem necessary,
- b. Facilitating coordination between the Director of Events and Co-Directors of Training in order to build, maintain, and update the Society's calendar for the academic year,
- c. Maintain and update all Society websites and social media pages and groups,
- d. Shall possess Administrative authority on the Society's social media pages and groups, and have final posting authority,
- e. Keep the Membership informed of Society activities, policies, and goals on a frequent basis throughout the year,
- f. Create and maintain a database of all Members, which shall contain both phone numbers and email addresses,

- g. Formulate and present to the Executive a plan for member recruitment prior to August 14th,
- h. Reply to external correspondence in a professional matter,
- i. Jointly possess login information for all Society websites and social media pages and accounts,
- j. Possess joint signing authority for Society finances,
- k. Serve as second to the President at External Conferences, and serve as Head Delegate in the absence of the President,
- l. Manage all advertising and promotion of all Society events and initiatives,
- m. Review the public release of information from other executives to the membership to ensure consistency and professionalism,
- n. Support the work of the Electoral Board by transferring any rights or materials requested of the Vice President, Communications by the Electoral Board under Section 9.2 of this document,
- o. Cooperate with the Director of Media and Vice President, Finance to design, produce, and distribute Society Merchandise,
- p. Succeed the President in the event that both the Presidency and Vice Presidency of Finance should be vacated;

4.4 Co-Directors of Training:

There shall be no more than two (2) Co-directors of Training who are jointly responsible for the following:

- a. Advising the President, Vice President, Communications and Vice President, Finance on which external conferences the society should attend,
- b. Formulating, implementing and revising the Society's training strategy for the year,
- c. Working to develop the Model United Nations skill set of Society members,
- d. Maintaining a list of members who attended training events and in-houses,
- e. Creating the forms and event information required to effectively run training events and collect assignment preferences,
- f. Selecting external conference committee assignments for delegates and submitting them to the organization hosting the external conference,
- g. Support the President in organizing the in-house conferences in an advisory capacity;

4.5 Director of Logistics:

- a. Secure the use of any facilities and material required for any on or off-campus events as per the requirements generated by other Executives,
- b. Book any necessary accommodation for delegations to External Conferences,
- c. Book transportation to and from any External Conferences as per the requirements set forth by the President;
- d. Must receive approval from the Vice President, Finance prior to the booking of any accommodations or transportation,
- e. Organize a by-election, at the earliest possible date, in the event that the Presidency, the position of Vice President, Finance, and the position of Vice President, Communications should all become vacant;

4.6 Director of Events:

- a. Responsible for planning and implementing events run by the Society that do not fall under the mandate of another Executive,
- b. Produce expense estimates for all events they organize, subject to review by the Director of Logistics and approval by the Vice President, Finance,
- c. Provide requirements for all materials and facilities required to facilitate all events they organize to the Vice President, Finance and Director of Logistics,
- d. Responsible for coordinating a keynote speaker for the Opening Ceremonies of the annual Fall In-House Conference,
- e. Serving as the primary liaison between the Society and various relevant, academic, diplomatic and policy communities in Ottawa and abroad,

- f. Facilitating various events and activities on behalf of the Members with embassies, high commissions, and any other points of interest relevant to the field of international relations by:
 - i. Coordinating and overseeing academic visits to these locations,
 - ii. Ensuring that all Members interacting with Ottawa's academic, diplomatic and policy communities comport themselves in a manner befitting representatives of the Society and Carleton University;
- g. Drafting and co-signing letters of commendation co-signed by the President at the conclusion of the academic year to recognize contributions to the Society,
- h. Maintain a list of all members who attend the events they organize;

4.7 Director of Media:

- a. Produce all print and audio-visual materials required for the promotion of the Society, its events and initiatives, and its mandate, as directed by the Executive,
- b. Aid the Vice President, Communications in producing the content and maintaining all Society websites and social media pages,
- c. Aid all Executives in matters pertaining to digital media as needed,
- d. Aid the Vice President, Communications in maintaining the Society website and social media presence;
- e. Cooperate with the Vice President, Communications and the Vice President, Finance to design, produce, and distribute Society Merchandise,
- f. If no member is willing or able to fulfill the role, the Executive may choose to appoint the position to a non-member of the society with a majority vote of the Executive,
 - i. Before a non-member can be appointed to the Executive, the membership must be given at least one (1) week public notice of the availability of the position;

4.8 Director at Large:

Shall be appointed at the discretion of the President and be delegated responsibility for assisting with the functioning of the Executive:

- a. May attend Executive Meetings or Committee Meetings as a non-voting member whenever the President considers their portfolio relevant to the discussion,
- b. May not access non-public information concerning the financial status of the Society,
- c. The specifics of the portfolio of an individual Director at Large shall be detailed in a written document provided by the President,

4.9 Not Mutually Exclusive Clause:

As the responsibilities outlined in this document are not mutually exclusive, Executives shall also abide by and uphold the responsibilities outlined elsewhere in this document, particularly in section 3.4;

Section V. Finance

5.1 Signing Authority:

The President, the Vice President, Finance, and the Vice President of Communication shall jointly possess signing authority over all financial matters of the Society.

5.2 Withdrawals:

Only the President or the Vice President, Finance may authorize any withdrawals from the Society account.

5.3 Deposits:

Only executives possessing signing authority, or members explicitly authorized by the Vice-President Finance, shall be permitted to make deposits to the Society account;

5.4 The Right to Refuse Signature:

Any of the three Executives with signing authority has the right and responsibility to refuse to affix their signature to a Society cheque, or to sign for a withdrawal from the Society account, if they believe the transaction for which the funds in question are to be used is not in accordance with the Society budget or is illegal. If an Executive possessing signing authority refuses to sign a cheque, they must immediately notify the Executive in writing of their decision and the reasons for making it.

5.5 Debt:

- a. The Society must always maintain enough money in its bank account to be able to cover its expenses in the event that no revenue is produced within the term of a single Executive;
- b. The Society may plan additional projects and external conferences for its program as revenue is made throughout the year so long as the additional projects do not exceed the limit set out in the previous sub-clause;

5.6 Operational Expenses and Reimbursement:

Should the Executive need to reimburse a member for covering a society expense,

- a. The member in need of reimbursement shall provide the Vice President, Finance with a receipt for the payment,
- b. The Vice President, Finance shall place a digital copy of the receipt on a public cloud storage service available to all members of the Executive,
- c. The Vice President, Finance shall then reimburse the member through whichever approach they deem fit within reason and considering the limitations of the member's access to financial services;

5.7 The Society Cash box:

Only Executives may handle the Society cash box or donation box, and the Vice-President Finance shall be responsible for ensuring that all Executives follow all appropriate policies and procedures when handling Society funds.

- a. Executives safeguarding the cash box or donation box must not be intoxicated and must have a sound contingency plan should they need to move away from the cash box over the course of the event.

5.8 End-of-Year Balance:

The Society must maintain an end-of-year balance dependant on the total number of paid members that year. This balance will consist of \$1000 for every 50 paid members in the Society.

- a. Rounding the number of paid members to the nearest denomination of 50 up or down is at the discretion of the Presidential Team;

Section VI. External Conferences

6.1 Delegate Selection:

The delegate selection process shall be determined by the Co-Directors of Training;

6.2 Guaranteed Spot:

No Member, regardless of MUN experience, amount of time in the Society, or personal relationships with other Members, has the right to a guaranteed spot at any External Conference, except when an Executive who is using their benefit as guaranteed in section 3.6;

6.3 Delegate Fees:

- a. All Members, including Executives, shall pay the delegate and Transportation fees as prescribed by the Executive, within a time frame that is designated by the Vice President, Finance.
- b. The Society shall under no circumstances accept "IOUs" or cheques as payment.
- c. Delegates who drop out of External Conferences shall not be refunded their delegate fees unless another Member purchases their spot from the Society as follows:
 - i. The member shall notify the Vice President, Finance, the Director of Logistics and a Co-Director of Training of their intention to drop out no later than one (1) week prior to the first day of the external conference unless the Vice President, Finance decides that they can reasonably sell the spot to another member prior to the conference,
 - ii. The conference spot may be sold to another member at the price of the original spot,
 - iii. The spot will be offered to the membership as follows:
 - I. One (1) or more weeks prior to the conference, the Vice President, Finance will offer the spot to members on the delegation wait list in the order that the members appear on the list,
 - A. Members that receive a formal notification from the Vice President, Finance informing them that they have the opportunity to accept or decline the spot shall have 24 hours to do so,
 - B. In the event that the member declines the offer, they shall be dropped from the waitlist and the next member on the waitlist will receive a formal notification as per section 7.3.c.iii.I.A
 - C. In the event that the wait list is exhausted, the Vice President, Finance will proceed to section 7.3.c.iii.II
 - II. Between 6 days and 2 days prior to the start of the conference, the Vice President, Finance will publicly announce the availability of the spot on a first-come-first-served basis without revealing the identity of the member intending to drop out,
 - III. 48 hours before the conference, the member intending to drop may offer the spot to members privately, pending the permission of the Vice President, Finance, at the same price that they paid for the spot and to inform the Vice President, Finance, a Co-Director of Training and the Director of Logistics in the event that they successfully transfer the spot to another member;
 - iv. Extraordinary extenuating circumstances such as medical and family emergencies will be considered on a case-by-case basis by the Vice President, Finance.

6.4 Accommodation:

- a. The Director of Logistics shall book accommodations and shall be responsible for room assignments.
 - i. Delegates are not required to stay in accommodations booked by the Society, but must notify the Director of Logistics if they have alternate arrangements prior to the deadline set by the Director of Logistics. In order to avoid bearing their share of the cost of accommodations;
 - ii. The Society shall not be obligated to bear or subsidize the costs of accommodation for delegates;
 - iii. Members will bear all costs incurred as a result of their actions in Society-booked accommodations;

6.5 Transportation:

- a. At the beginning of the academic year, the Director of Logistics shall determine which External Conferences attended by the Society will receive Society-booked transportation:
 - i. Delegates are not required to take Society-booked transportation, but must notify the Director of Logistics, prior to the deadline set by the Director of Logistics, if they have alternate arrangements if they wish to be refunded their transportation fee;
 - ii. External Conferences for which the Society does not book transportation may provide a transportation subsidy to delegates, determined by the Vice President, Finance;
 - iii. Members will bear all costs incurred as a result of their actions on Society-booked transportation;

6.6 Delegate Conduct:

- a. All delegates are representatives of Carleton University as well as the Society, and shall comport themselves as such (Article 2, Section 4).
 - i. All delegates shall also abide by any rules or restrictions imposed by the organizing body of an External Conference;
- b. Delegates shall attend all committee sessions on time;
- c. Delegates must abide by all applicable government laws of the jurisdiction that they are in;
- d. Delegates shall be responsible for any damages incurred as a result of their actions at External Conferences.

6.7 Executive Responsibilities:

- a. Executives shall have the following responsibilities at all External Conferences
 - i. To provide all delegates with a detailed itinerary for the External Conference;
 - ii. To contact the authorities in the event of an emergency;
 - iii. To communicate any violations of the Host Societies responsibilities, rules or restrictions, to offending delegates;
 - iv. To notify the Head Delegate of any and all instances where delegates seriously violate their code of conduct or any rules or restrictions imposed by the Conference;
 - v. To make themselves available to the Head Delegate, at a reasonable capacity;
 - vi. To abide by all requirements set out in section 7.6 except in cases where compliance will directly interfere with their responsibilities set out in section 7.7 or in cases where the executive serves as an advisor rather than a delegate;

6.8 The Head Delegate:

- a. The Head Delegate shall serve as the leader of the delegation to all External Conferences. The Head Delegate shall also serve as the liaison between delegates and External Conference officials:
 - i. The Head Delegate will make themselves available, within reason, to Society delegates to respond to any concerns or problems that arise throughout an External Conference and convey relevant concerns to External Conference officials,
 - ii. The Head Delegate shall, with the aid of the Director of Logistics, coordinate all transportation and accommodation arrangements,
 - iii. The Head Delegate shall be the primary contact in the event of an emergency.
 - iv. The Head Delegate will be responsible for ensuring that each delegate has signed the liability form and code of conduct form before attending said conference;
 - v. The Head Delegate shall serve as the main disciplinary authority, on the advice of the Executive, in the

event that delegates are caught violating their code of conduct or any rules or restrictions imposed by the Host Society;

- i. The Head Delegate shall also abide by and uphold any applicable responsibilities set out in sections 6.6 and 6.7 except in cases where that would conflict with section 6.8;

6.9 Liability:

- a. All delegates shall sign a form before each External Conference releasing the Society from any liability for their participation in the External Conference, and which states they shall abide by the rules and expectations of delegate conduct.

Section VII. Carleton Review on International Affairs (CRIA)

7.1 CRIA:

The CRIA is a peer-reviewed undergraduate academic journal published and facilitated by the United Nations Society. CRIA offers undergraduate students across Canada the opportunity to have their academic work on the topic of international affairs published and featured. CRIA exists as an independent entity organized and financed by the United Nations Society;

7.2 Management of CRIA:

The Society's Vice President Communications shall sit on the Editorial Board of CRIA as an ex officio member. They, alongside the President, will be responsible for appointing an Editorial Board responsible for the yearly publication of the journal.

- a. The Editorial Board, once it gathers, will elect an Editor-in-Chief from among the members;
 - i. The Editor-in-Chief will be responsible for the organization, and management of CRIA, as well as the distribution of information about CRIA to the MacOdrum Library and Carleton University faculties;
- b. Members of the Editorial Board will not be allowed to submit papers for publication;

7.3 Operations of CRIA:

The Executive of the United Nations Society shall annually determine its level of support for CRIA, including any financing of the publication, to be included in the Society budget.

Section VIII. Succession

8.1 The Succession Period:

The Succession Period shall commence when the nominations forms are submitted to the Electoral Board, at a time and date of their choosing, and conclude at the Annual General Meeting (AGM). During this time, it is appropriate for sitting Executives to discuss transition to a new Board, and for Members to express their interest in contesting an Executive position at the AGM,

- a. Any Society event or initiative held after the All Candidates Meeting and before the conclusion of the AGM shall be subject to approval of the Electoral Board (Article 9, Section 2) and cannot be held for the purpose of campaigning but may be used to collect nomination signatures at the discretion of the Electoral Board;

8.2 The Electoral Board:

The Electoral Board shall be the overseeing body responsible for organizing and monitoring the proceedings of the Succession Period.

- a. The Electoral Board shall be formed six (6) weeks before the end of the winter semester or earlier should the President deem necessary;
 - i. Upon formation the first task of the Electoral Board is to appoint a Chair for the AGM, and they may not move on to other business until this task has been completed;
- b. The Electoral Board shall consist of any member of the Executive who is not contesting an executive position for the upcoming year.
- c. The Executive shall determine a Chair for the Electoral Board;
- d. Duties of the Electoral Board are limited to the following:
 - i. Convene Meetings of the Electoral Board,
 - ii. Appoint a chair for the AGM who must be a former member,
 - iii. Collect Nominations (Article 8, Section 5),
 - iv. Decide a date, and organize the AGM to be held on the campus of Carleton University;
 - v. Provide the Membership with all information related to the AGM,
 - vi. Disqualify potential Nominees who meet the conditions outlined in Section 8.6 or who exceed the time limit imposed in section 9.5.d. upon receipt of the nomination forms;
 - vii. Take appropriate action against Nominees who violate the conditions outlined in Section 8.8 at any point during the one (1) week campaign period before the AGM;
 - viii. Announce and publish the complete list of Nominees and their respective Electoral Platforms;
 - ix. Receive the Active Members list based on the Members who meet the criteria outlined in Article 9, Section 1, Clause A from the sitting Vice President, Communications two (2) weeks before the AGM:
 - I. Should the Vice President, Communications fail to provide this list upon request by the Electoral Board within a reasonable timeframe, the Electoral Board must create the list themselves;
 - II. The Electoral Board must provide this list to the Chair of the AGM before the All Candidates Meeting.
 - III. The Electoral Board will give nominees this list for use when gathering nominations or campaigning. The Electoral Board will not, under any circumstance, make the Active Members list publicly available;
 - IV. The Active Members List may only contain the names of Members and may not under any circumstances contain any other information;
 - V. Members reserve the right, at all times, to have their name redacted from the Active Members List. To do so, Members must give notice of their desired redaction to the Electoral Board in writing.
 - x. Inform the membership about the entire process of the election and encourage members to familiarize themselves with Sections 9 and 4 of this document prior to the AGM,
 - xi. Publicly promote all election-related events to the membership,
 - xii. Regulate the use of Society communications tools in the efforts of nominee's to campaign limited to:
 - I. Temporarily suspending the sitting Vice President of Communication's administrative role in regulating the Society's social media during the campaign period before the AGM,
 - II. Imposing limits on how much each candidate may contribute to the Society's social media platforms,
 - xiii. Any other duties outlined elsewhere in Section 8 or Section 9,
 - xiv. Any other duties that do not directly conflict with Section 8 of this document and that are necessary to run a fair election;
- e. Should the Electoral Board fail to fulfill any of the duties outlined above, any member may dissolve the Electoral Board by presenting a petition signed by 60% of the active membership to the Electoral Board at any point during the Board's existence;
- f. Should the Electoral Board be dissolved, the following protocol will be followed:
 - i. If the Chair of the AGM has been appointed, they shall, in turn, appoint a replacement board under the

following restrictions:

- I. No members of the dismissed board may be reappointed to serve on the replacement board,
 - II. The replacement board members must be current Society members or Past Presidents,
 - III. Membership on the replacement board must abide by the restrictions outlined in Section 8.2
- ii. The replacement board may seek to defer the AGM by as many as 7 days from the original date;
 - iii. In the event of no chair being appointed at the onset of the dissolution of the board, the outgoing President shall appoint a Chair of the AGM who must be a former member. This Chair will have the duty to reach out to the membership and form a new Electoral Board consisting of no fewer than three (3) members who are not contesting the election and who comply with CUSA's Conflict of Interest Policy,
 - I. Should the Chair of the AGM be unwilling to take on the responsibility outlined in 8.2.f.iii, the Conflict Management Team offered by CUSA's Clubs and Societies Services shall be requested to step in to administer the election;
 - iv. In the event of the President contesting the election or being a member of the dismissed electoral board, the Conflict Management Team offered by CUSA's Clubs and Societies Services shall be requested to step in to administer the election;
 - v. Additionally, should the membership present a second petition to dissolve the electoral board within the same election, the Conflict Management Team offered by CUSA's Clubs and Societies Services shall be requested to form the Electoral Board for the election.
- h. All decisions taken by the electoral board shall be done by a simple majority vote unless otherwise stated in this document;

8.3 All Candidates Meeting:

The All Candidates Meeting shall convene at Carleton University during the succession period. The purpose of the All Candidates Meeting is to provide Members with information that will allow them to develop thoughtful and detailed election platforms.

- a. This meeting must be attended by all Members, including sitting Executives not on the Electoral Board, interested in contesting an Executive position;
- b. A Member who is unable to attend the Meeting of the Electoral Board may send a proxy who identifies themselves as a representative for the Member unable to attend and:
 - i. The proxy must be a Society member
 - ii. The proxy must not be serving on the Electoral Board,
 - iii. The Member who is unable to attend must inform the Electoral Board of their intention to send a proxy and who their proxy may be,
 - iv. Any other rules surrounding proxies for the ACM can be set by the electoral board so long as those rules do not contradict the above sub-clauses;
- c. During the All Candidates Meeting, members may pose questions on any subject, including matters related to the finances of the society, with the following exceptions:
 - i. The balance of the Society bank account,
 - ii. Any matter that may breach the privacy of a Member or any other individual;
- d. The Electoral Board shall decide whether it is the sitting Executive or the Electoral Board who will field and truthfully answer all questions posed by Members at the ACM on a question-by-question basis, following the rules and exceptions set out in 8.3 c.;
- e. Members interested in becoming Nominees may also solicit advice from any sitting or previous Executive about their duties and experiences;

8.4 Eligibility:

Any Member may contest a position on the executive, subject to the following conditions:

- a. Members must intend to return for the entire academic school year (defined as September to April) to contest an Executive position;
- b. The Electoral Board reserves the right to disqualify any candidate currently subject to an investigation for potentially breaking CUSA's rules and guidelines or has an outstanding balance to the Society;
- c. Members may only contest one (1) position at a time;
- d. A Nominee may contest a position while abroad, or on exchange, as long as they fulfill the criteria outlined in section 3.5.

8.5 Nominations:

- a. The electoral board shall prepare and publish a nomination package to include a statement of intent and nomination form;
- b. The Nomination Period shall take place one (1) week before the beginning of the Campaign Period which shall take place one (1) week before the Annual General Meeting (Section 9);
- c. The electoral board shall host an event in Ottawa during the nomination period to allow potential nominees to collect signatures as per section 8.5.e.iii;
- d. Nominations must be filed by all Members interested in contesting an Executive position at the AGM no more than one (1) week after the All Candidates Meeting;
- e. A Member becomes a Nominee after they submit their Nomination to the Electoral Board;
- f. Nominations shall consist of the following documents:
 - i. The Nominee's Election Platform (noting Section 8.7);
 - ii. A Statement of Intent for the position that the potential nominee wishes to contest,
 - iii. The required number of signatures from Members who wish to see the Nominee contest a position on the Executive. The Number of signatures required for each position is as follows:
 - I. The number of signatures required for a Presidential candidate shall not exceed 1/10th the paid Membership,
 - II. The number of signatures required for a Vice Presidential candidate shall not exceed 1/15th the paying membership,
 - III. The number of signatures required for any other candidate shall not exceed 1/25th the paying membership.

8.6 Disqualification of Nominations:

- a. The Electoral Board shall not in any way attempt to prevent or discourage any Member from contesting any Executive position, and Members have the right to submit a Nomination for any Executive position for which they qualify.
- b. The Electoral Board shall disqualify Nominees who meet any of the following criteria:
 - i. A Nominee has not submitted their Nominations to the Electoral Board before the deadline,
 - ii. The Member in question has joined the Society less than two (2) months prior to the deadline for Nominations,
 - iii. The Nominee's Nomination is missing documents or is otherwise incomplete,
 - iv. The Nominee who wishes to contest the position of President has less than one hundred and one (101) days' experience on the Executive (Article 4, Section 1);
- c. Should a potential nominee no longer meet the criteria outlined in section 8.6.b. at some point after their disqualification but before the nomination deadline, they shall be allowed to submit additional nominations.

8.7 Rights of the Nominee:

The Following Rights of the Nominee shall not be infringed upon by Society members, Executives, Electoral Board Members, Past Presidents or other Nominees:

- a. Nominees may not be restricted in their election campaigns in any way in terms of the medium and means by which they choose to communicate their platforms to Members with the exceptions defined in section 8.8.
- b. Nominees may not be subjected to prejudice or slander;
- c. Nominees may endorse and engage in good-faith discussion with other Nominees so long as they do not violate section 8.8.

8.8 Electoral Code of Conduct:

Nominees may not breach any of the following provisions:

- a. A Nominee, in the course of their campaign, shall not undertake any actions that abrogate their responsibilities as a Member (Article 2, Section 4);
- b. A Nominee shall not offer financial recompense or favours to Members in exchange for votes;
- c. A Nominee shall not include anything in their Election Platform or Campaign that would compromise the status of the Society as a nonpartisan, non-advocacy organization;
- d. A Nominee shall not intimidate or otherwise discourage any Member from campaigning or voting;
- e. A Nominee shall not seek endorsement from a Member of the Electoral Board or from a Past President.
- f. A Nominee shall respect the rights of other nominees outlined in section 8.7.
- g. A Nominee shall abide by the election rules set by the electoral board in section 8.2, noting section 8.2.d.xi;
- h. A Nominee shall not explicitly disparage any current or past member of the Executive in their platform or in their campaign materials;
- i. A Nominee shall not explicitly, form, or participate in any formal slate,
 - i) A slate shall be understood to be a group of candidates that run in a multi-position election as a unified group and/or under a common platform;
- j. A Nominee may not explicitly criticize other nominees;

8.9 Violations of the Electoral Code of Conduct:

If any Member of the Electoral Board is presented with evidence that a Nominee has breached any provision of Section 8.8, the Electoral Board shall convene at its earliest convenience.

- a. The Electoral Board shall request that the Nominee in question provide their own version of events in response to the accusation that they have violated Section 8.8. The Nominee in question may provide this in person to the Electoral Board, in writing, prior to the Electoral Board convening;
- b. The Electoral Board shall request that the individual who brought the accusation against the Nominee in question provide their own version of events. The individual may provide this in person to the Electoral Board or in writing prior to the Electoral Board convening;
- c. After it has been provided with both versions of events, the Electoral Board shall deliberate and vote on whether the Electoral Code of Conduct has been breached, and shall decide on the response of the Electoral Board;
- d. If the Electoral board votes that the Electoral Code of Conduct has been breached, it must decide on which of two possible courses of actions the Board will take:
 - i. The disqualification of the Nominee in question,
 - ii. Issuing a warning in writing to the Nominee in question, and make public that warning to the membership,
- e. The decision of the Electoral Board may be appealed to the Conflict Management Team offered by CUSA's Clubs and Societies Services;

8.10 The Transition Period:

The outgoing Board shall hand over responsibilities to the incoming Board in the period immediately following the AGM but before May 1st;

- a. Outgoing Executives shall provide detailed briefs to the successors in writing or in person, outlining their experiences of the past academic year,
- b. The outgoing President and Vice President, Finance shall settle any outstanding financial matters before providing their successors with the Society's financial records, and assisting them with assuming signing authority over Society finances,
- c. The outgoing Executive shall transfer all physical Society assets in their possession including delegation awards to the incoming President and Vice President, Finance,
- d. The outgoing Executive shall transfer all login and password combinations to all society online resources to the incoming President and Vice President, Communications,
- e. The transition period may last anywhere between one (1) month after the AGM and the formal beginning of the new academic year.

Section IX. The Annual General Meeting

9.1 Election Rules:

- a. All Members who have joined the Society at least one (1) month prior to the AGM, and must have attended at least one (1) Society event to be eligible to vote shall have the right to vote;
 - i. The Electoral Board must suspend a Member's right to vote if they have an outstanding balance owing to the Society;
 - ii. The Electoral Board must notify the member of their outstanding balance and reverse the suspension of their voting rights upon confirmation of payment on that outstanding balance,
 - iii. The Electoral Board must suspend a Member's right to vote if they are the subject of an announced or ongoing CUSA investigation,,
 - iv. The Electoral Board must restore the Member's right to vote if their CUSA case is dismissed or resolved before the AGM;
- b. Members must be present at the AGM in order to vote unless a member knows prior to the All Candidates Meeting that they will be unable to attend the AGM, and gives notice and reason for their absence to the Electoral Board;
- c. Should members provide the appropriate notice, and receive approval from the Chief Electoral Officer, they will be granted an electronic ballot, in which they will communicate their votes to the Chair of the AGM;
- d. All Nominees must prepare a brief speech (no longer than two [2] minutes, with the exception of Presidential Nominees who shall speak for four [4] minutes) to be delivered at the AGM, in whatever capacity is appropriate for the individual Nominee;

9.2 Voting Procedure:

- a. If there is only one Nominee contesting a position, they shall face a vote of confidence requiring two-thirds of all present and voting Members in favour;
 - i. If a Nominee fails to win a vote of confidence, the position they are contesting shall remain vacant (Article 3, Section 11);
- b. In the event that there are two or more candidates contesting a position, a candidate must garner a simple majority, through a secret, ranked ballot vote, to be declared the winner;
 - i. In the event that none of the candidates receive a simple majority of the vote outright, the candidate with the fewest votes shall be dropped from contention, and the support of the individuals who ranked that candidate first, will go to the candidate they ranked second. This process will be repeated until an

individual has received a simple majority of the vote or No-confidence is declared for the position in which case the position will remain vacant,

- c. As the position of Co-Director of Training may be held by two (2) individuals, the two candidates with the highest number of votes shall be declared the winner of this position;
- d. Speeches shall be given in the following order:
 - i. President,
 - ii. Vice President, Finance,
 - iii. Vice President, Communications,
 - iv. Director of Logistics,
 - v. Director of Events,
 - vi. Co-Directors of Training,
 - vii. Director of Media;
- e. Voting shall be anonymous and shall be done on ballots prepared by the Electoral Board;
- f. Ballots shall be submitted to a ballot box;
- g. Once all ballots have been submitted, the Chair of the AGM shall open the ballot box and count them;
- h. Any Nominee may appoint a scrutineer from the electorate to oversee the counting of ballots by the Chair of the AGM;
- i. Once all ballots have been counted, the Chair of the AGM will announce the results in reverse of the speech delivery order given above (Article 9, Section 2, Clause D);
 - l. Once results have been announced at the AGM, the Chair of the AGM will announce results to the Membership via email and various social media platforms.

9.3 End of Year Awards:

The outgoing Board shall recognize the achievements of exceptional Members, and the service of Corps Members at the AGM before the election. Awards shall be determined by the outgoing Board in advance of the AGM. No member who served as an Executive for the relevant Academic year may receive an award.

- a. Outstanding Member: This award shall be given to the Member who the Executive feels has distinguished themselves at External Conferences, has served as an exceptionally positive presence at Society events, and has demonstrated a deep dedication to the Society. This award must be given to a Member who is in at least the second year of their involvement with the Society;
- b. Outstanding New Member: This award shall follow the criteria outlined in the previous clause, but shall be given to a Member who is in the first year of their involvement with the Society;
- c. The Dashiell Dronyk Award for Exceptional Service: This award will be given to the member that the Executive has deemed to show an exceptional amount of dedication and effort in their time with the Society and whose time with the society has come to an end;
- d. Excellence in Dedication: shall be awarded to the member which has attended the most Society events that year;
- e. Letters of commendation (Article 4, Section 5, Clause g, Sub-clause i) may be delivered to any Members by the outgoing President at the AGM.

Section X. Governing Document

The Constitution of the United Nations Society is the governing document of the United Nations Society.

10.1 The Constitution of the Carleton United Nations Society:

The Constitution of the United Nations Society consists of 12 Sections, and may only be altered by the procedures outlined in Section 12.

10.2 Limitations of the Constitution:

CUSA Policies, Regulations and other governing documents as well as Government laws and regulations in the jurisdiction where Society events and external conferences take place always supercede this document and no member may be held accountable for disregarding this document in cases where it conflicts with the exceptions above or:

- a. CUSA policies which explicitly give the Executive of a CUSA club or society the option to undertake an action prohibited by this document shall be left to the discretion of the Executive;

Section XI. Amending Procedure

11.1 Amending Procedure:

Any Article, Section, Clause or Sub-clause included in this constitution may only be altered according to the following procedure:

- a. The Executive shall announce the date and location of a Constitutional Meeting of the United Nations Society to all Members so long as the meeting is held at Carleton University with a start time between 8:00 and 22:00 EST. The announcement must be made at least one(1) week before the day the meeting is scheduled to be held;
- b. Individuals bringing forward amendments to the constitution must make the text of their amendment available to the membership at least 72 hours prior to the Constitutional Meeting;
- c. The President shall appoint a Chair for the Constitutional Meeting;
- d. The Members present at the Constitutional Meeting must consist of at least one-quarter of the active Members who have joined the Society at least one(1) month prior to the Constitutional Meeting, and have attended at least one (1) Society event;
- e. The Chair must ask the members in attendance for motions to determine the order and format in which the amendments shall be presented. If all of the motions fail, the order and format will be at the discretion of the Chair;
- f. The author(s) of the first Amendment shall present their Amendment and any Member may speak in its favour in accordance with the format determined in 11.1.e);
- g. Any Members opposed to the Amendment shall speak against it in accordance with the format determined in 11.1.e);
- h. Should fewer than two Members wish to speak in favour of an amendment, the amendment is deemed to have failed. Should fewer than two Members wish to speak in opposition, the amendment is deemed to have been passed. Voting procedure is not required in either circumstance;
- i. The assembled Members shall vote on the Amendment. Amendments require a vote of 60% of the assembled Members in favour of the Amendment in order to pass. This process shall be repeated until all proposed Amendments have been voted on;
- j. At the discretion of the Chair, voting may either conform to the Voting Procedure outlined in relevant sections of Article 10, Section 2 or to the parliamentary procedure used in Model United Nations;
- k. This procedure will be repeated for each subsequent amendment;
- l. Any and all amendments passed will automatically be taken into account except in cases where the amendment carries a delay clause which explicitly pushes the implementation of a change to a later date;
- m. Potential changes to Article, Section, Clause, Subclause and referencing numbering or lettering will not be required to be specified in the amendment. Formatting errors, grammatical errors, spelling mistakes, the Appendix or referencing errors will not require a formal amendment to fix and may be amended at the discretion of the Executive.