



Western Carolina University Model United Nations Bylaws

Adopted 04/24/2005

ARTICLE I

Name

The name of this Organization shall be Western Carolina University Model United Nations. The acronym “WCUMUN” may be used to abbreviate the name.

ARTICLE II

Purpose

The purpose of this Organization shall be to carry on educational and informational activities so that the students and residents of the Western Carolina University community and surrounding communities may participate to the greatest extent practicable in the United Nations and other official international and regional Organizations functioning in various fields of international cooperation and international law. The purpose of this Organization shall also be to provide assistance and guidance to schools and/or Organizations desiring to establish a Model UN Program and to provide seminars for both Model UN participants and the general public to inform them on specific topics and/or skills of relevance.

ARTICLE III

Membership

Section 1. Membership Eligibility. Membership in the Chapter shall not be excluded or restricted by race, sex, color, creed, religion or national origin; and it shall also not be excluded by, nor shall it exclude anyone from membership in any other social, academic, fraternal or any other Organization; but membership in the chapter shall be limited to those persons who qualify therefore as an undergraduate or graduate student member or an advisor member or an alumni member.

- a. Students must be in good standing with Western Carolina University
- b. Advisor members must be employed by Western Carolina University and will be elected by the Executive Board of WCUMUN unless otherwise appointed by the Administrator in charge of student Organizations of Western Carolina University. Advisor members maintain no voting rights or rights to stand for office.
- c. Alumni members must be in good standing with the Organization and shall be accorded non-voting membership status.



Section 2. Member Responsibilities and Rights. Voting members of the Organization are those who have been found by the Executive Board to have fulfilled the duties to be so deemed a voting member.

- A. The responsibilities of a voting member of the Organization are:
 - 1. Attendance of at least three regular Organizational meetings a month,
 - 2. Regular attendance of committee meetings which the member is party to,
 - 3. Participation in the Fund Raising activities of the Organization,
 - 4. Payment of any dues or other fees,
 - 5. Any other duty the Executive Board deems necessary.
- B. The rights of a voting member include:
 - 1. The right to vote in the election of Officers,
 - 2. The right to vote on procedural and substantive matters at the regular meetings of the Organization,
 - 3. The right to participate in any activities carried on by the Organization, with the exception of conferences the Organization will attend, or any committee of the Organization,
 - 4. The right to membership to any committee to which they attend meetings of at least twice a month and to vote on matters of any committee to which they are a member,
 - 5. The right to stand for election to an office or committee office,
 - 6. The right to be considered for participation in conferences that the Organization may attend and the right to participate in conferences that the Organization hosts,
 - 7. Any other right the Executive Board wishes to bestow upon the voting membership of the Organization or feels is necessary for member fulfillment of the above responsibilities.

Non-voting members of the Organization are members of the Organization who have not fulfilled the duties to attain voting member status.

- C. The rights of a non-voting member of the Organization are:
 - 1. The right to vote on procedural matters at regular meetings of the Organization,
 - 2. The right to participate in any activities carried on by the Organization, with the exception of conferences the Organization will attend, or any committee of the Organization,
 - 3. The right to be considered for participation in conferences that the Organization may attend and the right to participate in conferences that the Organization hosts,
 - 4. The right to be considered for both participation in conferences that the Organization may attend and participation in conferences that the Organization hosts,
 - 5. Any other right the Executive Board wishes to bestow upon the non-voting membership of the Organization.



ARTICLE IV

Officers

Section 1. Officers and Duties. The Officers of the Organization shall be a President, a Vice-President of Model United Nations, a Vice-President of Debate, a Secretary, a Chief Financial Officer, an Chief Information Officer, and a Chief Project Officer. These Officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Organization.

Section 2. Nomination Procedure, Time of Elections. At the regular meeting held in the second week of April, any member may nominate any voting member for the offices of President, Vice-President of Model United Nations, Vice-President of Debate, Secretary, Chief Financial Officer, Chief Information Officer, and Chief Project Officer.

Section 3. Ballot Election, Term of Office. The Officers shall be elected by ballot to serve for one year or until their successor is elected, and the term of their office shall begin at the close of the meeting at which they are elected.

Section 4. Office-Holding Limitations. No member, except the President, shall hold more than one office at a time, unless the Executive Board deems it necessary.

Section 5. Removal of Officers. An Officer may be removed from office for just cause in connection with the affairs of the Organization by a two-thirds (2/3) vote of the voting members present and in person at an official meeting of the membership, and may be recommended to the body by a two-thirds (2/3) vote of the Executive Board.

ARTICLE V

Duties

Section 1. President. The major duties of the President shall be to:

- a. Serve as Chief Executive Officer of the Organization and preside at all meetings of the Organization and the Executive Board,
- b. Act as official spokesperson for the Organization,
- c. Serve as ex-officio member of all committees,
- d. Fill office vacancies in the manner prescribed by the Bylaws,
- e. Establish ad hoc committees as deemed necessary by the eligible members or the Executive Board, subject to the approval of the Executive Board,
- f. Appoint the chairpersons of standing and ad hoc committees with approval of the Executive Board,
- g. Ensure that all elected Officers and chairpersons of standing and ad hoc committees perform their respective duties as set forth in the Bylaws and as delegated by the Executive Board,
- h. Call regular and special meetings of The Organization and the Executive Board as set forth in Article VI of the Bylaws,
- i. Perform other such duties as shall be imposed upon him/her by resolution of the Executive Board and/or the members,
- j. Enforce observance of the Bylaws of the Organization throughout the Organization,



- k. Sign only those agreements obligating the Organization to conditions that are consistent with the Bylaws or established policies of the Organization,
- l. Make commitments for the Organization subject to ratification by a majority of the Executive Board.

Section 2. Vice President of Model United Nations. The major duties of the Vice-President of Model United Nations shall be to:

- a. Serve as Chief Operating Officer of the Organization and official member of the Executive Board,
- b. Assist the President in conducting the activities of the Organization,
- c. Perform the duties of the President in his/her absence,
- d. Complete the un-expired term of the President in the event that a vacancy occurs,
- e. Act as liaison between the Executive Board and the chairpersons of all committees,
- f. Act as liaison between the Organization and other student Organizations at Western Carolina University, including the Student Government Association,
- g. Serve as chairperson of an Audit Committee in the case that such committee is ever necessary.

Section 3. Vice President of Debate. The major duties of the Vice-President of Debate shall be to:

- a. Serve as an official member of the Executive Board,
- b. Ensure that all meetings are conducted according to the Bylaws and the parliamentary authority of the Organization,
- c. Oversee all voting to ensure eligibility and, along with one other Executive Committee member, counts the yeas and nays for all business requiring such a vote,
- d. Keep a record of voting for all substantial matters of the Organization,
- e. Ensure that the Bylaws of the Organization are available to all members who request them,
- f. Serve as chairperson for the Conference Committee.

Section 4. Secretary. The major duties of the Secretary shall be to:

- a. Serve as an official member of the Executive Board,
- b. Keep accurate and complete records of all proceedings of the Organization and Executive Board in the minutes book of the Organization, and shall be responsible for their presentation. Upon approval, these records shall serve as the official Minutes of the Organization,
- c. Keep record of all members of the Organization including their name, email address, phone number, attendance, area of study, and hometown,
- d. Notify Board members of meetings of the Executive Board,
- e. Prepare correspondence for the Organization as the President or Executive Board may direct through the keeping of a current email list,
- f. Prepare and disseminate to members of the Executive Board and the chairpersons of standing and ad hoc committees copies of the minutes of the meetings of the Organization, and/or copies of other material as deemed necessary by the President,
- g. Prepare and disseminate information to eligible members of the Organization as directed by the President or the Executive Board,



h. Notify the eligible members of general or special meetings.

Section 5. Chief Financial Officer. The major duties of the Chief Financial Officer shall be to:

- a. Serve as an official member of the Executive Board,
- b. Have copies of all receipts of expenditures by the Organization,
- c. Maintain a complete and accurate accounting of all funds,
- d. Ensure that membership dues and other sums are collected, and that all properly approved bills are paid,
- e. Submit a report at each regular meeting of the Organization which covers receipts, expenditures and balances of funds on hand,
- f. Make a full financial report at the last regular meeting of the Organization of the spring semester, with copies circulated to the body.
- g. Serve as a chairperson of the Fund Raising Committee,

Section 6. Chief Information Officer. The major duties of the Chief Information Officer shall be to:

- a. Serve as chief information Officer and a non-voting member of the Executive Board,
- b. Maintain the history of the Organization,
- c. Ensure that historical records of the Organization are captured for future reflection and reference,
- d. Maintain the website of the Organization,
- e. Develop archives and historical files to retain the accomplishments of the Organization and the membership of the Organization,
- f. Create and display a presentation of the accomplishments of the Organization at the last regular meeting of the spring semester.

Section 7. Chief Project Officer. The major duties of the Chief Project Officer shall be to:

- a. Serve as a non-voting member of the Executive Board,
- b. Ensure that the Organization is active in the Western Carolina University and surrounding communities,
- c. Assist in the maintenance of the Organization's website,
- d. Submit a report at each regular meeting of the Organization which covers upcoming events and activities of the Organization,
- e. Serve as a chairperson for the Public Relations Committee.

ARTICLE VI

Meetings

Section 1. Regular Meetings. The regular meetings of the Organization shall be held weekly as ordered by the President, unless the Executive Board declares otherwise.

Section 2. Special Meetings. Special meetings may be called by the President or by the Executive Board.

Section 3. Quorum. Forty percent of the Organization's voting membership shall constitute a quorum.



ARTICLE VII

The Executive Board

Section 1. Board Composition. The Officers of the Organization shall constitute the Executive Board with an elected advisor, Chief Information Officer, and Chief Project Officer serving as non-voting members.

Section 2. Board's Duties and Powers. The Executive Board shall have the general supervision of the affairs of the Organization between its regular meetings, make recommendations to the Organization, and perform such other duties as are specified in these Bylaws. The Executive Board has full discretion in matters where there are no specified rules in the Bylaws or the parliamentary authority of the Organization.

ARTICLE VIII

Committees

Section 1. Standing Committees. There shall be four standing committees of the Organization: Fundraising Committee, Public Relations Committee, Training Committee, and Conference Committee. Each committee will perform the duties assigned them by the Bylaws and the Executive Board. Chairpersons of the committees shall be appointed by the President, with the exception of the Public Relations Committee, Fund Raising Committee, Conference Committee or an ad-hoc Audit Committee, with approval of the Executive Board. Co-chairmen or other Officers of the committee may be appointed by the Chairperson of any committee with approval of the Executive Board.

Section 2. Scope of Standing Committees.

- A. The Scope of the Fund Raising Committee shall be to:
1. Organize fund raising activities for the Organization,
 2. Draft and/or update grants and project proposals for the Organization,
 3. Keep records of the fundraising activities of the Organization,
 4. Research potential grantors and, with the approval of the Executive Board, submit letters of inquiry and/or proposals for grants,
 5. Maintain contact with Benefactors and Sponsors of the Organization, express the Organizations appreciation to benefactors and sponsors through written correspondence, and inform them of the successes of the Organization.
 6. Keep record of all members who participate in fund raising activities.
- B. The Scope of the Public Relations Committee shall be to:
1. Organize community/campus activities and service projects for the Organization,
 2. Draft and/or update brochures, flyers, and informational packets about the Organization, its activities, and its accomplishments,
 3. Keep records of the service activities and other endeavors of the Organization,
 4. Distribute/display flyers pertaining to the Organizations activities,
 5. Draft press releases for the Organization when deemed necessary by the Chairperson or the Executive Board,



6. Submit press releases, with the approval of the Executive Board, to the Public Relations Office of Western Carolina University and the Western Carolinian campus newspaper.
- C. The Scope of the Training Committee shall be to:
1. Organize seminars and training sessions for the Organization and the Western Carolina University and surrounding communities,
 2. Maintain and update the “WCUMUN Technical Manual” with amendments being finalized with approval of the Executive Board,
 3. Ensure that the Executive Board receives copies of all proposed changes and upon approval, ensure that the general membership of the Organization is made aware of all final amendments to the “WCUMUN Technical Manual”,
 4. Keep records of the seminars and training sessions, their topics, and materials covered or presented.
- D. The Scope of the Conference Committee shall be to:
1. Organize conferences and simulations to be held by the Organization,
 2. Staff, with committee membership, the following positions, as size of conference requires, at all conferences hosted by the Organization: Director General, Under-Secretary General, Director of Conference Services, and Crisis Director,
 3. Draft and issue invitations to prospective participants of conferences hosted by the Organization,
 4. Review all background guides submitted by Directors of Councils of the conferences and distribute them to the attendees of the conference, upon approval of the Executive Board,
 5. Submit a time table to the Executive Board for the preparation of conferences and the conferences themselves,
 6. Keep records of the conferences including staff, councils, background guides, attendees, award winners, and a brief summary of events from the directors of each council.

Section 3. Other Committees; Officers’ Ex-Officio Committee Membership. Such other committees, standing or special, shall be appointed by the President as the Organization or the Executive Board shall from time to time deem necessary to carry on the work of the Organization. The President, with approval of the Executive Board, shall appoint the chairpersons of aforementioned committees. All Officers shall be ex officio a member of all committees.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Organization in all cases to which they are not inconsistent with these Bylaws and any special rules of order the Organization may adopt.

ARTICLE X



Amendment of the Bylaws

These Bylaws may be amended at any regular meeting of the Organization by a two-thirds vote, provided that the amendment has been presented before the body at the previous regular meeting.

