



**Model United Nations**  
**at *UCLA*** **since 1950**

# The Constitution of Model United Nations at the University of California, Los Angeles

## **ARTICLE I.**

### *NAME*

The name of this organization shall be “Model United Nations at UCLA”. The name may be abbreviated as “MUN at UCLA.”

## **ARTICLE II.**

### *PURPOSE*

Model United Nations at UCLA provides a forum for discussion of international relations and events through dynamic and academically stimulating simulation of the United Nations. The organization hosts two major Model UN conferences annually and provides opportunities for members to travel nationally and internationally to compete in collegiate MUN conferences. MUN at UCLA holds weekly general meetings and frequent social events featuring guest speakers, conference and travel training, discussion of international events, and more.

Participation in Model UN activities promotes desirable and marketable traits such as public and impromptu speaking, networking, international engagement, and creative problem solving.

BruinMUN, our fall quarter high school conference, brings high school students to UCLA for a weekend of debate, healthy competition, and fun. The conference exposes high school students to UCLA and provides leadership experience for our staffers.

LAMUN, our spring quarter college conference hosts participants from many domestic and international colleges and universities. LAMUN simulates UN style debate in a variety of unique, “crisis based” committees, specialized bodies, and general assembly committees.

Our travel team is open to all and sends delegations to several conferences annually. Unlike many other MUN programs, members can try out for each conference.

Our primary goal is to continue growing and improving our conferences, travel team, and events. We strive to provide a consistently high-quality experience while minimizing cost to our members.

## **ARTICLE III.**

### *MEMBERSHIP*

**Section I.** Membership into Model United Nations shall be open to all registered UCLA students, staff and faculty without any assessment of membership fees.

**Section II.** Members shall be accepted without discrimination based on gender, gender identity, race, religion, national origin, or sexual orientation.

**Section III.** Members are defined as individuals who actively participate in club events and sub organizations. These include, but are not limited to

- BruinMUN High School Conference
- LAMUN College Conference
- Mock Conferences
- Travel Team
- Executive Board
- Executive Staff
- General Meetings

Sub organizations are described in Article IV below.

**Section IV.** Members shall be bound by the Internal Code of Conduct, included as Appendix A to the Constitution.

**Section V.** All work that is produced by members of the club for the purposes of the club shall belong to the club. No financial compensation shall be due to any member for such work unless such an agreement has been approved by the President and Director of Finance.

**Section V.** Model United Nations shall be registered with Student Organizations Leadership & Engagement (also known as SOLE) at the beginning of each school year. The President, Director of Operations, and the Director of Finance (see Article V) shall be the three official signatories of the club.

## **ARTICLE IV.**

### *ORGANIZATION*

**Section I.** Model United Nations at UCLA is led by an Executive Board and comprises several sub organizations whose parameters are outlined in the following sections.

**Section II.** Executive Staff. Executive Board members may elect to appoint club members as Executive Staff to assist in fulfilling the responsibilities and goals of their Executive Board position.

A. Executive Board members may create, modify, and appoint individuals to Executive Staff positions jointly with the President during designated application drives.

B. Expectations for Executive Staff will be set by the President and Director of Operations.

C. The Director of Operations shall facilitate application drives for Executive Staff

**Section III.** Conference Staff. The staff of each conference hosted by Model United Nations at UCLA shall comprise club members and is defined as follows.

- A. Selection, organization, and management of Conference Staff shall be led by the Secretary-General of the conference with assistance and advisory input from the Under-Secretaries-General (as outlined in Section V. below).
- B. Typical organization of Conference Staff includes, but is not limited to the Secretariat, Committee Staff (Dais Staff), and Logistics Staff.
- C. The conference Secretariat consists of the Secretary-General, the President, the Director of External Relations, the Director-General, the Director of Finance, the Director of Technology, the Director of Marketing, and the Under-Secretaries-General appointed at the discretion of the Secretary-General (defined in Section V. below). The Director of Technology and the Director of Marketing shall be eligible to serve as senior staffers of committees for BruinMUN and LAMUN. The makeup of the Secretariat is subject to certain discretionary options available to the Secretaries-General and outlined below.
- D. Conference Staff will be required to attend all scheduled conference training sessions and to respond to all official communication. Failure to attend or respond may result in dismissal from Conference Staff at the discretion of the Secretary-General.
- E. Conference Staff members will be expected to perform all duties as assigned.

**Section IV. Under-Secretaries-General.** The Secretary-General of BruinMUN and the Secretary-General of LAMUN may each appoint Under-Secretaries-General to serve as members of secretariat for their respective conferences. Some types, duties, and requirements of Under-Secretaries-General are outlined below.

#### BruinMUN Under-Secretary-General of General Assembly

##### Responsibilities

- a. Assists with recruitment, selection, and training all staff with the help of the Director of Membership and the Director of Training
- b. Assists in designing the format and topics of each committee, ensures specialized training for staff where necessary while incorporating input from chairs
- c. Leads and attends committee meetings with chairs and other staff d. Enforces format and deadlines for topic guides, delegate position papers and oversees the topic synopses writing process
- e. Assists the BruinMUN Secretary-General with conference preparations during weekly secretariat and Executive Board meetings and manages

GA committees and Specialized Bodies; Executive Board attendance ends after the first Executive Board meeting after BruinMUN

- f. Assists in all MUN at UCLA activities & other duties as assigned by Secretary-General or other members of Secretariat

#### Requirements

- a. Staffed BruinMUN or LAMUN at least once
- b. Familiarity with MUN Rules of Procedure
- c. Awareness of high school MUN environment
- d. Excellent communication skills
- e. Recommends that this position be reserved for members that have previously not served on the Executive Board

#### BruinMUN Under-Secretary-General of Novice

The responsibilities and requirements are the same as BruinMUN Under Secretary-General of General Assembly with provisional differences

#### Responsibilities

- a. Caters training to committees designed for newer delegates involved in Model United Nations
- b. Instructs staff on the management and facilitation of a Novice committee, including developing the Introductory Novice presentation

#### BruinMUN Under-Secretary-General of Crisis

The responsibilities and requirements are the same as BruinMUN Under Secretary-General of General Assembly with provisional differences

#### Responsibilities

- a. Caters training to committees designed for crisis delegates involved in Model United Nations
- b. Instructs staff on the management and facilitation of a Crisis committee, including developing the Introductory Crisis presentation and instructing staff on differences between crisis and general assembly committees

#### Requirements

- a. Must have staffed a crisis committee at BruinMUN or LAMUN

#### LAMUN Under-Secretary-General of General Assembly and Specialized Bodies and LAMUN Under-Secretary-General of Crisis

## Responsibilities

- a. Assists the LAMUN Secretary-General with conference preparations during weekly secretariat and Executive Board meetings and manages their respective type of committee
- b. Perform all preparatory and executory tasks as required by other members of the Secretariat, including but not limited to renewing the hotel contract, performing outreach to other schools, organizing and incentivizing staff, and helping with written materials such as background guides and committee summaries.
- c. Executive Board attendance begins after BruinMUN
- d. Participates in the committee selection process by vetting committee applications and holding phone interviews with senior staff applicants
- e. Trains senior staff on content and preparation for their individual committees
- f. Enforces deadlines of the background guide writing process and ensures overall quality and structure of the background guides and other relevant materials
- g. Supervises general LAMUN staff meetings and prepares training presentations and materials
- h. Regularly supervises individual committee trainings
- i. Takes feedback from committees during the conference and works with senior staff to implement changes

## Requirements

- a. Experience staffing LAMUN
- b. Expertise with MUN Rules of Procedure
- c. Awareness of collegiate MUN environment
- d. Event and personnel management experience suggested
- e. Upperclassman suggested
- f. If applicant has never senior staffed a relevant position at BruinMUN or LAMUN, it is recommended that the Secretary General of BruinMUN allow the applicant to perform that senior staff position during the impending BruinMUN, provided the applicant completes the thorough application process

**Section VI.** Travel Team. Students who represent Model United Nations at UCLA at intercollegiate conference form the Travel Team.

- A. The President, Director of Travel Team, and Director of Training (see Article

V) shall be the three official Head Delegates of the Travel Team and shall have joint authority over Travel Team.

B. Other Head Delegates may be appointed by the official Head Delegates on a conference-by-conference, quarterly, or annual basis. Such appointments shall have only the authority and roles as delegated to them by the official Head Delegates and will not be considered members of the Executive Board unless they have separately been selected for an Executive Board position. Such appointments may be considered Executive Staff at the discretion of the president and Director of Operations. Such appointments should assist with team training, mentoring new members, serving as a resource for members with questions during conferences, and other administrative tasks in advance of and during travel conferences as assigned.

C. At least two Head Delegates must be present at each travel conference and either compete or take an active advisor role at that conference. D. A new Travel Team will be selected prior to every travel conference through a tryout process facilitated by the Head Delegates

E. Travel Team selections are at the discretion of the Head Delegates. F. Travel Team members shall enter into a written Conduct and Performance Agreement with Model United Nations at UCLA and submit a deposit to secure their position if attending an in-person conference. Deposits will be returned in full to Travel Team participants upon return from the conference provided that the terms of the written agreement are upheld. G. Travel Team members will be required to attend all scheduled training sessions, complete all assigned preparation work, and attend every part of each travel conference.

## ARTICLE V.

### EXECUTIVE BOARD

**Section I.** Slate. Following are the positions of the Executive Board, each of which assists in MUN at UCLA activities and other duties as detailed here and/or as assigned by the President.

#### President

##### Responsibilities

- a. Oversees all functions of MUN at UCLA and Executive Board
- b. Acts as a member of the Secretariat for both BruinMUN and LAMUN
- c. Organizes schedule and establishes goals for MUN at UCLA
- d. Work closely with the

- Director of Finance to prepare fiscal year budgets  
and track expenses; additionally, the President is responsible for auditing the club's general financial state at least once per year and/or on an as-needed basis
- e. Handles or delegates all ambiguous tasks (i.e. "picking up the slack") and emergency situations
  - f. Subject to Senior Selection Committee eligibility, serves as the Chair of the SSC, described in Article V, Section III, and facilitates the application process and functioning of the SSC, unless the President seeks a position on the Executive Board for the next academic year or the President is not a senior; in such a case, the SSC would choose a Chair amongst themselves
  - g. Helps maintain member retention within the club at competitive travel conferences and staff retention at BruinMUN and LAMUN
  - h. Works with the Head Delegates to train UCLA delegates to compete on the collegiate travel circuit

#### Requirements

- a. Experience on Executive Board or terms served as both BruinMUN USG and LAMUN USG required
- b. Thorough knowledge of all executive board positions and responsibilities
- c. Management experience strongly preferred
- d. Should have travel team experience in both west and east coast conferences, and be willing to attend most travel conferences
- e. Must be willing to commit at least 10 hours a week to Model UN at UCLA related responsibilities
- f. Should have knowledge of budgeting and financial planning
- g. Summer availability required as deadlines for BruinMUN, LAMUN, and travel team occur year-round, but proximity to UCLA not required

#### Secretary-General, BruinMUN

##### Responsibilities

- a. Oversees all aspects of the High School conference
  - a. Opening and closing ceremony venues, and keynote speaker
  - b. Organizing a local hotel for teams to stay in
- b. Leads and ensures that the High School Conference secretariat executes their duties



- c. Constructs and approves the format and topics of each committee, ensures specialized training for staff where necessary (particularly Crisis Simulation) while incorporating input from chairs
- d. Develops innovative ways to engage delegates in committee during the conference (i.e. guest speakers, audio-visual requests, etc.)
- e. Enforces committee rules and procedures
- f. Establishes format and deadlines for topic guides, delegate position papers and oversees the topic synopses writing process
- g. Works with Director of External Relations to maximize conference attendance, rapidly correspond with regional high schools, and ensure that communications are as precise as possible
- h. Works with Director of Technology to ensure that the website is up to date with any and all BruinMUN information and documents, especially registration, topic synopses, and conference scheduling
- i. Resolves conflicts between staff as necessary (second only to the President in authority during BruinMUN)
- j. Oversees the execution of BruinMUN responsibilities by other Executive Board members.

#### Requirements

- a. Experience on conference secretariat or Executive Board required
- b. Expert with MUN Rules of Procedure
- c. Broad knowledge of MUN applicable International Relations topics
- d. Awareness of high school MUN environment
- e. Event management experience suggested

#### Secretary-General, LAMUN

##### Responsibilities

- a. The responsibilities are the same as for the BruinMUN Secretary General but for LAMUN
- b. Negotiates Contract and Communicates with Hotel Venue
- c. Synthesizes a greater level of Chair Input for Committee Topics

d. Takes a high-level role in networking within the college MUN circuit

- ##### Requirements
- a. Experience on Executive Board or secretariat required
  - b. Experience with LAMUN
  - c. Awareness of college MUN environment
  - d. Event management experience suggested

## Director of Operations

### Responsibilities

- a. Manages the effective use of the organization's office space
- b. Manages facilities, equipment, and room bookings for all campus events, including BruinMUN (in coordination with the Director General), travel team trainings, and other internal club functions
- c. Serves as a primary liaison with campus resources, including but not limited to SOLE, ASUCLA, and USAC
- d. Manages general club activities that are not the responsibility of another member of the Executive Board
- e. Is a right-hand to the President, picking up and looking over work as assigned
- f. Serves as a fiduciary officer of the organization and a Secretary at Executive Board meetings, taking meeting minutes and managing the agenda

### Requirements

- a. Organizational, administrative, and time management skills
- b. Proactive communicator
- c. Willing to commit 4+ hours each week to the execution of the role
- d. Experience with general club activities and BruinMUN preferred

## Director of Travel Team

### Responsibilities

- a. Coordinates all trips to college conferences and helps with marketing and external relations for LAMUN
- b. Along with the Director of Finance, responsible for applying for travel grants
- c. Books transportation and accommodations for travel team with particular attention to financial stewardship
- d. Provides training, leadership, and any assistance necessary to UCLA travel team participants
- e. Responsible for researching new conferences to attend
- f. Takes a high-level role in networking within the college MUN circuit

### Requirements

- a. Must have extensive travel team experience in both west and east coast conferences
- b. Must be willing to commit at least 8 hours a week to travel team and

training related responsibilities

- c. Must be an upperclassman
- d. Summer availability required as deadlines for college conference occur year-round, but proximity to UCLA not required
- e. Strong logistical coordination skills are desirable
- f. Should have knowledge of budgeting and financial planning
- g. Prior violations of MUN at UCLA's Internal Code of Conduct during or in relation to travel team conferences shall disqualify any member of the club from applying to this position
- h. Experience as a staff member or Secretariat at LAMUN

### Director of Training

#### Responsibilities

- a. Compiles Travel Team training curricula to strengthen UCLA delegates for competition with the help of the Head Delegates.
- b. Assists the Secretaries-General in organizing and executing training for both major conferences
- c. Helps maintain delegate retention at competitive conferences and staffer retention at BruinMUN and LAMUN
- d. Works with Secretary-General to help conference USGs produce curricula for dais members and crisis staff, and develops them into committee leaders

#### Requirements

- a. Must have extensive travel team experience in both west and east coast conferences
- b. Must be an upperclassman
- c. Summer availability required as deadlines for college conference occur year-round, but proximity to UCLA not required
- d. Experience as a senior staff member or secretariat at both BruinMUN and LAMUN is a must
- e. Thorough understanding of Model UN rules of procedure
- f. Excellent communication skills
- g. Must be willing to commit at least 8 hours a week to run training sessions and organize pre-conference logistics

### Director of Membership

#### Responsibilities

- a. Send out bi-weekly emails to update general membership on events and

manages the general membership email list.

- a. Serves as a chief liaison between the Executive Board and general membership
- b. Assists in hosting events to boost recruitment for other facets of the organization
- c. Hosts and directs the MUNTorship program, from matching MUNTors and MUNtees to organizing events
- d. Heads BruinMUN Ambassadors, including reaching out to schools, facilitating workshops, and creating content

Builds relationships with and serves as liaison between the club and other student organizations on campus

#### Requirements

- a. Event planning experience or ideas desirable
- Teaching/experience working with high schoolers desirable

### Director of Finance

#### Responsibilities

- a. Works with the president to create budgets for each aspect of the club's operations
- b. Maintains records of all financial transactions and expenses
- c. Delivers financial/budget reports to the Executive Board on a schedule determined in collaboration with the President and duly makes an effort to maintain a level of confidential sensitivity within the Executive Board
- d. Researches and applies to a variety of funding and conference sponsorship sources
- e. Manages the physical MUN at UCLA mailbox
- f. Creates invoices for BruinMUN and LAMUN attendees and manages payments and reimbursement

#### Requirements

- a. One year of Executive Board experience preferred
- b. Fundraising experience and/or ideas are highly desirable
- c. Accounting/math background is preferred
- d. Highly trustworthy and reliable
- e. Travel Team experience (at least 1 competitive conference travelled to) highly recommended
- f. Experience staffing at least one BruinMUN or LAMUN
- g. Incoming upperclassmen

### Director of Technology

#### Responsibilities

- a. Works to maintain and improve the MUN at UCLA websites with attention to accessibility, ease of use, function, and visual design
- b. Uploads

- and manages all electronic conference materials including topic synopses
- c. Maintains club Google Workspace and email addresses for the Executive Board and conference accounts
  - d. Creates and executes workflows for BruinMUN and LAMUN delegate scoring and award submission.

#### Requirements

- a. Webpage design and management skills preferred
- b. Familiarity with Google and Squarespace interfaces highly recommended
- c. Knowledge of a programming language and Google Sheets formulas preferred

#### Director of Internal Relations

##### Responsibilities

- a. Coordinates all social events
  - b. Works to foster cohesion among club members
  - c. Organizes the End of the Year Senior Banquet and Senior Gifts as well as Executive Board Retreat
  - d. Manages relations with venues and spearheads the creation and execution of event contingency protocols
  - e. Prepares and coordinates a crisis management plan to be reviewed and approved by the president and/or host of the social event (if in a private residence and host is not the Director of Internal or President), which outlines safety protocol and contingency plans for each social event, and names at least one responsible member of the executive board who shall coordinate any necessary crisis response for the duration of the event.
- Requirements
- a. Preferably 21+ years of age with access to a car
  - b. Interpersonal skills

#### Director of External Relations

##### Responsibilities

- a. Serves as main line of communication between all external entities and MUN at UCLA, including high school advisors and collegiate head delegates
- b. Maintains database of all correspondence with MUN school groups and advisors, as well as other MUN organizations (i.e. Best Delegate)
- c. Spearheads conference registration and committee assignments
- d. Handles recruitment of schools to attend the conference in coordination with the

## Director of Marketing, Secretary-General and Under Secretaries-General Requirements

- a. Experience with BruinMUN and LAMUN
- b. Awareness of high school and college MUN environments
- c. Must be fully available to complete responsibilities over summer but proximity to UCLA not required

### Director of Marketing

#### Responsibilities

- a. Spearheads all recruiting including, but not limited to: Summer Orientation, Enormous Activities Fair, Bruin Day, flyering, classroom announcements, chalking, and managing all other static advertising
- b. Manages social media
- c. Designs (or hires a designer to design) logos, t-shirts, items for sale at conference
- d. Assists the Director of Finance to solicit advertisements for our conference programs from other schools, MUN clubs, and Westwood businesses
- e. Organizes the photoshoots to take Executive Board portraits, BruinMUN and LAMUN Staff portraits, and other portraits as required by the club

#### Requirements

- a. Availability over the summer in the UCLA area
- b. Demonstrated design and artistic skills

### Director-General

#### Responsibilities

- a. In charge of the preparation of all conference materials, including conference program, placards, credentials, committee supply boxes, delegate folders, and more
- b. Coordinates all facilities and equipment for LAMUN (e.g. room reservations, audio-visual equipment, parking, etc.)
- c. Executes other duties as assigned by the respective Secretaries-General
- d. Oversees a team of conferences staff members to execute opening and closing ceremonies, sell conference merchandise, and provide delegate services
- e. Orders all delegation awards and gavels, and prints all paper awards for both BruinMUN and LAMUN (i.e. Delegation awards, gavels,

certificates)

#### Requirements

- a. Event planning experience preferred
- b. Exceptional organizational skills
- c. BruinMUN and/or LAMUN staffing experience required

**Section II.** The President and Secretaries-General may add or remove up to one position from the Executive Board and one position from each respective Secretariat slate prior to applications opening or at any point thereafter, provided the role is not then-presently filled.

This section is intended for exercise only under extenuating circumstances, such as an involuntarily vacant position or a gap in Secretariat responsibilities.

Should a position be removed from the slate, the duties of that position may be distributed to other members of the Executive Board or Secretariat upon a majority vote of the Executive Board.

**Section III.** Executive Board Selection. Executive Board members are appointed through a process described in the clauses below.

- A. All members of the Model United Nations are eligible to run for positions to the Executive Board unless they are
  - a. On probation with the University
  - b. Unable to fulfill the responsibilities of the position due to plans to leave campus or time constraints
- B. The Senior Selection Committee (SSC) appoints the President and Secretary-General of both conferences. To hold a position on the SSC, one
  - a. Must be graduating within the current or next two academic quarters (including Summer) or have graduated in the directly prior academic quarter
  - b. Must waive their right to apply for an Executive Board position for the next academic year
  - c. Must have staffed or traveled to 2 eligible conferences (BruinMUN, LAMUN, or Travel Team Conferences) in the one year prior to SSC convening
  - d. Must not harbor a conflict of interest. If the president recuses themselves from the SSC due to a conflict of interest, the remaining member(s) shall appoint a chair amongst themselves.

- C. The SSC conducts the appointment of the President and Secretaries-General through a holistic decision process considering
- a. Candidate applications, listing experience and qualifications
  - b. Candidate interviews conducted by the SSC
  - c. An election comprising a detailing of the election procedure by the President, the winner of whom shall be considered the member's choice, which shall be the primary method of consideration, and overriding which shall require a vote of 3/4 of SSC
- D. The member's choice for President and Secretary-General shall be chosen using an alternative vote based system, with one election taking place per office:
- a. All members who either trained for, staffed, or traveled to one eligible conference during the current or prior two quarters shall be eligible to vote, and who attend an election presentation by the candidates
  - b. Eligible members who shall choose to select "None of the Above" or to rank as many candidates who applied as they chose in descending order of preference, such that 1 is the highest preference vote, 2 is the second highest preference vote, and so on.
  - c. If a majority of voters choose to select "None of the Above", the SSC shall be responsible for recruiting a new officer to the position. They may request interviews with other members of the club, then select a candidate who is willing to take the new position by majority vote. None of the candidates who run shall be eligible to run
  - d. If a majority of voters choose to rank candidates, candidates shall be chosen based on the ranking in the following manner:
    - i. If a candidate receives a simple (50%+1) majority of highest preference votes, they shall be deemed chosen.
    - ii. Otherwise, the candidate who came last in the election shall be eliminated. Any voters who chose that last place candidate as their highest preference and who ranked candidates with a preference below that shall have their votes distributed to the candidate they ranked with the next highest preference.
    - iii. This process shall repeat until one candidate has a majority of the vote. This candidate shall be deemed chosen.
- E. The BruinMUN Secretary-General is appointed directly following BruinMUN (end of Fall Quarter), and similarly the LAMUN Secretary General and President are appointed directly following LAMUN (middle of Spring Quarter). The outgoing BruinMUN Secretary General retains voting rights



until a new Executive Board is appointed.

- F. The new President and Secretaries-General (P&SGs) release the application for the remaining Executive Board positions within the week following the president's appointment
- G. The P&SGs conduct the appointment of the remaining Executive Board positions considering
  - a. The content of each candidate's application, including listed experience and responses
  - b. Candidate interviews conducted by the P&SGs
  - c. A start date for executive board terms, to be mutually agreed upon by the incoming and outgoing P&SGs
- H. The P&SGs may waive any requirement for an Executive Board position that they may appoint by consensus if they decide that the candidate who does not meet the position's requirements is nonetheless the optimal candidate for the position, or if the requirements cannot be met due to extraordinary disruptions to the club's activities

**Section IV.** Removal of Executive Board Members. The general body and Executive Board collectively reserve the right to remove any of the selected Executive Board members from their office should they not fulfill their responsibilities and duties.

- A. Club members may call for a vote of no confidence for any Executive Board member at any time.
  - a. A majority vote of no confidence requires the initiation of a review process for the Executive Board member in question
  - b. The President may elect to initiate a review process for any Executive Board member at any time
- B. The Executive Board member review process takes place at an Executive Board meeting
  - a. Executive Board members will be given opportunities to present evidence in support and opposition of the motion to remove an Executive Board Member
  - b. The motion to remove an Executive Board member must garner a majority vote to carry
- C. Removal of the President follows the same process as described above, but with the Secretaries-General leading the process

**Section V.** Filling Vacancies on the Executive Board. Should a position on the Executive Board be vacated due to a removal pursuant to Article V, Section III, or a

resignation,

- A. The President or a simple majority vote of the Executive Board shall initiate the process to fill the vacancy
- B. The President and Secretaries-General shall proceed with the process to fill the vacancy in accordance with Article V, Section II & Section III

## **ARTICLE VI.**

### *FUNDING*

**Section I.** The Director of Finance shall coordinate all proposals and budgeting with the President.

**Section II.** Funds shall be used for Model United Nations sponsored and co sponsored programs.

**Section III.** Funds shall be used to provide for operationally related necessities (e.g. office supplies, signs, conference programs), travel related expenses (conference registration fees, long distance transportation, and lodging), and other club expenses.

**Section IV.** The financial record of Model United Nations at UCLA may be disclosed to University Administration, SOLE, or Student Government records upon reasonable requests.

**Section V.** The President and Director of Finance shall have full access to all financial records at all times. Executive Board members will be provided with financial information from the Director of Finance pertinent to their area of responsibility within MUN at UCLA at the beginning of the fiscal year and at any important financial junction. The Director of Finance must also present a general update on the club's financial state to the Executive Board at least once during their term and/or at the direction of the President or upon a simple majority vote of the Executive Board. All other requests from club members, university officials, members of the media or other individuals may be granted by the President and Director of Finance on a case-by-case basis.

## **ARTICLE VII.**

## AMENDMENT TO THE CONSTITUTION

**Section I.** Any member of the club may amend the Constitution of MUN at UCLA any time by submitting the proposed amendment to the President.

**Section II.** The proposed amendment will be discussed among the Executive Board, who will have one week after the submission of the proposed amendment before voting on the amendment.

**Section III.** The proposed amendment shall be voted on by the Executive Board and requires two-third majority of the Executive Board members in quorum to pass.

- A. Voting members are defined as the President, Secretaries-General, the outgoing BruinMUN Secretary-General, the remaining Executive Board members outlined in Article V, and any Under-Secretary-General during their active term. Any Under-Secretary-General not in their active term may vote if they consistently attend EBoard meetings during their off-season at the discretion of the President and Secretaries-General.

**Section IV.** Any passed amendment shall become active immediately and the President is responsible to inform SOLE regarding the changes.

**Section V.** Any member who wishes to run for Secretary General of either BruinMUN or LAMUN, or for President, but is not eligible to run for their desired position may submit a constitutional amendment to allow them to run, and the Executive Board shall give the member a five-minute ad-hoc interview to determine their qualifications before voting on the amendment. To allow for scheduling in this rare circumstance, the Executive Board may take more than one week to consider the amendment. In the rare case that a UCLA transfer student wishes to run for president, they will only be afforded an interview at the discretion of the Executive Board to determine their qualifications in advance.

**Section VI.** The President chairs debate during discussions over amendments, ensuring equitable debate, except while an amendment they authored is being discussed. In this case, the presiding Secretary-General shall replace the President as the chair of debate.