

To: Dr. Clifford Bob, Political Science  
From: Alice Sivulich, Assistant Vice President for Student Life  
Date: September 24, 2007

When the attached student organization registration form came in to my office last week, there was a note attached indicating you needed a copy of the constitution. The Model United Nations was never recognized as a student organization. It was sponsored as an activity of a recognized organization called United Nations Council. The United Nations Council ceased registering as an organization about six years ago, so is currently inactive.

I am attaching the constitution of the old United Nations Council since there is no Model United Nations constitution. I am also attaching the yellow registration form for Model United Nations, which I have named United Nations Council for now so that they may be recognized under the old constitution which is enclosed.

Since the person who signed as advisor on the yellow form does not appear to be a full time faculty/staff member, you must sign and return the yellow form to me as the official advisor.

When you have time to review the constitution, if you wish to revise it and change the name to Model United Nations, simply prepare a new constitution with the new name of Model United Nations, and return it to me. A new constitution should follow the general outline of the one enclosed and MUST contain the statement that the group will abide by the Student Code of Rights, Responsibilities and Conduct and the University Mission Statement. I will take it to the Student Government for approval.

If you think the group can function under the enclosed constitution, there is no need to do anything except return the yellow form with your signature, and the current group will be recognized as the reactivated United Nations Council.

And . . . if none of this is clear, just give me a call – x5853.

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## Constitution of the Duquesne University United Nations Council

### Article I. Name

The official name of this organization shall be the Duquesne University United Nations Council. The following names shall also be used: United Nations Council, U.N.C., D.U.U.N.C. The United Nations Council was formerly the International Affairs Council.

### Article II. Function and Purpose

The purpose of the United Nations Council shall be to provide a vehicle through which members of the Duquesne community may explore and, therefore, better understand current politically related international affairs, with primary emphasis on both the United Nations' activities and United States foreign policy. The U.N.C. seeks to better educate the Duquesne community through various programs and speakers, both in and out of the classroom.

### Article III. Programs

In full accordance with the functions outlined in Article II of this constitution, the U.N.C. will engage in whatever programs the officers and members deem proper and beneficial to the organization and to Duquesne University. Such programs may include, but are not limited to the sponsorship of: high school and college level Model UN competitions on Duquesne's campus; sending participants to various Model UN; educating the community to UN activities; hosting guest speakers for both public and classroom lectures; open forums for debate and dialogue; and serve as an information center on current events which shall be open to all members of the Duquesne community.

### Article IV. Membership

Section 1. Membership in the U.N.C. shall be open to all full and part-time Duquesne students in good academic standing (2.0 Q.P.A. or higher), including graduate and undergraduate students. Membership shall be guaranteed regardless of race, sex, religion, national origin, or political affiliation. Members of the Duquesne community who are not students may hold non-voting membership status.

#### Section 2. Corrective Action

Paragraph 1. Probation or expulsion may be taken against any member, voting or non-voting, whose performance in connection with the activities of the U.N.C. serve to impede the operation of the organization or the University.

Clause A. May be initiated by any voting member by motioning for such an action at any official U.N.C. meeting.

Clause B. Upon a two-thirds (2/3) vote of the executive committee at a designated organization meeting formal recommendation shall be made to the general voting membership.

Paragraph 2. Shall require a two-thirds (2/3) vote of all voting members.

Paragraph 3. The advise and guidance of the U.N.C. faculty advisor must be sought before corrective action is initiated.

### **Article V. Faculty Advisor**

The U.N.C. faculty advisor shall monitor the activities of the U.N.C. and may participate in any U.N.C. activity. There shall be regular meetings with the advisor, preferably on a bi-weekly basis. The U.N.C. advisor does not have a vote in the organization but his/her advice shall be sought on all important matters.

Section 1. Under exceptional circumstances, the faculty advisor may nullify a vote or remove an officer that is contrary to the function, purpose, or activities of the U.N.C.

### **Article VI. Dues**

The U.N.C. may establish and collect dues and/or assessments in order to aid in the financing of the organization's programs. Such measures must be approved by a three-fourths (3/4) vote of the executive committee. The U.N.C. shall attempt to finance all programs through the University, the Student Government Association, and/or the Duquesne Program Council, before taking action to initiate collection of dues or assessments. The ability or inability to pay dues shall not have a negative effect on the member's standing in the group, and corrective action for failure to pay dues is not permitted.

### **Article VII. Meetings**

Section 1. The U.N.C. shall meet on a regular basis. Meetings must be held at least twice a month with additional meetings left to the discretion of the President. All meetings require 24 hours notice. Such notice is defined as a clearly marked sign on the organization door and an attempt at contacting all members. All meetings shall take place at a site determined by and follow a format defined by the President.

Section 2. Quorum for meetings shall be fifty percent (50%) plus one (50% + 1) of the general voting membership.

### **Article VIII. Voting**

Section 1. Votes shall be determined by those present and voting. Abstentions shall not count as votes cast.

Section 2. Proxy or absentee voting shall not be permitted unless prior approval from the executive committee is granted.

Section 3. Members under corrective action are not permitted to vote.

### **Article IX. The Executive Committee**

Section 1. Any voting member of the organization may hold office.

Section 2. The officers of the U.N.C. shall be: the President, the Executive Vice President, the Financial Vice President, the Communications Vice President, and the Public Relations/Activities Vice President.

Paragraph 1. The President:

Clause A. Is the Chief Executive Officer of the U.N.C.

Clause B. Is the official spokes-person and representative of the U.N.C. to all segments of the University and public.

Clause C. Has the power to handle the U.N.C.'s financial activities, including the signing of checks and disposition of funds.

- Clause D. May create and staff any committee or position he/she deems necessary in order to accomplish the goals of the U.N.C.
- Clause E. Shall approve all U.N.C. financial transactions.
- Clause F. Shall work with the executive committee in all areas of U.N.C. activities.
- Clause G. Shall conduct all meetings.
- Clause H. Shall serve as Secretary-General of the Duquesne University Model UN (DUMUN).
- Clause I. Shall act as Advisor or Head Delegate at all Model UN competitions. (Unless a faculty advisor is present, the President will act as Advisor).

Paragraph 2. The Executive Vice President:

- Clause A. Shall assist the President in all areas of the U.N.C.
- Clause B. Shall conduct meetings in the President's absence.
- Clause C. Shall assist members in the coordination of all events.
- Clause D. Shall, in the event that the President is ill or is unavailable after attempts have been made to contact him/her, act as interim-President with all the powers associated with the office of President. This position shall be held until either the President is available or a general meeting can be called to elect a new President.
- Clause E. Shall serve as Head Delegate at all Model UN competitions when the President is unable to fulfill that position.
- Clause F. Shall serve as Director-General of the DUMUN.

Paragraph 3. The Financial Vice President:

- Clause A. Shall keep the financial records of the U.N.C.
- Clause B. Shall collect and distribute, upon the direction of the President and the membership, the financial resources of the U.N.C.
- Clause C. Shall, in conjunction with the executive committee, prepare and submit the U.N.C.'s annual budget request for University, Student Government Association, and Duquesne Program Council funds.
- Clause D. Shall, with Presidential notification, have the power to sign U.N.C. checks.
- Clause E. Shall serve as Assistant Director of the U.N.C. Fundraising Committee.
- Clause F. Shall serve as Executive Director of the DUMUN.

Paragraph 4. The Communications Vice President:

- Clause A. Shall assist the President in the handling of the U.N.C.'s correspondence.
- Clause B. Shall keep the U.N.C.'s files and records in good order.
- Clause C. Shall keep official minutes at all meetings.
- Clause D. Shall maintain a complete membership list.
- Clause E. Shall keep a file of all U.N.C. events and any press pieces that mention U.N.C. members or activities.
- Clause F. Shall serve as Assistant Director of the U.N.C. Alumni Relations Committee.

Clause G. Shall serve as Undersecretary-General (USG) for Conference Services of the DUMUN.

Paragraph 5. The Public Relations/Activities Vice President:

Clause A. Shall serve as Assistant Director of the U.N.C. Recruitment Committee.

Clause B. Shall coordinate all special U.N.C. events.

Clause C. Shall serve as Chief of Staff of the DUMUN.

Section 3. Meetings

Paragraph 1. The executive committee shall meet no less than twice a month at a time and place determined by the President.

Paragraph 2. The President shall preside over the meetings.

Paragraph 3. The faculty advisor shall be advised of the time and place of the meetings.

Paragraph 4. The Communications Vice President shall keep official minutes.

Section 4. Removal of Officers

Paragraph 1. Any officer may be removed from office by a three-fourths (3/4) vote of the membership for conduct detrimental to the U.N.C. or Duquesne University. Guidelines, as outlined in Article IV, Section 2, shall be followed, except for the vote requirements. A three-fourths (3/4) vote is necessary for the removal of an U.N.C. officer.

Paragraph 2. Any officer removed from the U.N.C. may not serve as a member or officer for one academic semester except where a three-fourths (3/4) vote of the membership decides otherwise.

Section 5. Vacancy

Paragraph 1. In the event of a vacancy in any U.N.C. office, the members shall, at the next meeting, elect a member to fill that vacancy.

Paragraph 2. A majority vote is required to fill any vacancy.

Section 6. Election

Paragraph 1. Voting shall take place no later than the last week in April of each academic year.

Paragraph 2. Nominations shall be made one week prior to the elections meeting.

Paragraph 3. To be elected to an office, a member must receive a majority vote of those members attending the meeting.

Paragraph 4. Elected officers shall take office the first Monday of May.

Paragraph 5. The faculty advisor shall be the Judge of Elections.

## **Article X. The DUMUN Secretariat**

Section 1. The Secretariat of the DUMUN shall be: the Secretary-General, the Director-General, the Executive Director, the USG for Conference Services, and the Chief of Staff.

Paragraph 1. The Secretary-General:

Clause A. Is the official spokes-person and representative of the DUMUN to all segments of the University and public.

Clause B. Is the Chief Executive Officer of the DUMUN.

Clause C. Shall arrange for an presentation from the Office of Admissions.

Clause D. Shall prepare, with the help of the Secretariat, any mailings to the high schools.

Clause E. May create and staff any committee or position he/she deems necessary in order to accomplish the goals of the DUMUN.

Clause F. Shall obtain excuses from classes from the faculty advisor.

Clause G. Shall consult U.N.C. files and the Office of Admissions for a list of high schools.

Clause H. Shall maintain a complete and updated list of advisors of the participating high schools.

Clause I. Shall meet with the Executive Vice President for Student Life to keep him/her updated on the progress of the DUMUN.

Paragraph 2. The Director-General:

Clause A. Shall, with the advise of the Secretariat, chose the committees for the DUMUN.

Clause B. Shall, with the advise and consent of the Secretariat, chose the staff of the committees.

Clause C. Shall, with the help of the Chief of Staff, develop programs to adequately train the staff of the committees.

Clause D. Shall help research, edit, and finalize all committee topics, background guides, and updates by the deadlines designated by the Secretariat.

Clause E. Shall acquire gavels for each committee.

Clause F. Shall develop and publish a comprehensive and uniform rules of procedure for the conference by the deadline designated by the Secretariat.

Clause G. Shall assist the Secretary-General in any other matters.

Paragraph 3. The Executive Director:

Clause A. Shall keep the financial records of the DUMUN.

Clause B. Shall collect and distribute, upon the discretion of the Secretariat, the financial resources of the DUMUN.

Clause C. Shall purchase the trophies and any other awards.

Clause D. Shall maintain a complete and updated list of high schools who have paid their fees.

Clause E. Shall contact and obtain judges.

Clause F. Shall develop and publish a judging criteria for the conference by the deadline designated by the Secretariat.

Paragraph 4. The USG for Conference Services:

Clause A. Shall assist the Secretariat in the handling of DUMUN's correspondence.

Clause B. Shall maintain a complete and updated list of participating high schools.

Clause C. Shall, with the help of the Chief of Staff, develop programs to train the staff of the conference.

- Clause D. Shall prepare the registration packets.
- Clause E. Shall coordinate, with the Director-General and the committee Directors, the setup of all committee rooms.
- Clause F. Shall setup any other rooms.
- Clause G. Shall coordinate the reception for the keynote speaker and the brunch on the second day of the DUMUN.
- Clause H. Shall prepare and coordinate the placards.
- Clause I. Shall obtain nametags for all participants.
- Clause J. Shall borrow computers and printers from the university.
- Clause K. Shall obtain adequate copying services.

Paragraph 5. The Chief of Staff:

- Clause A. Shall assist the Director-General in developing programs to adequately train the staff of the committees.
- Clause B. Shall assist the USG for Conference Services in developing programs to adequately train the staff of the conference.
- Clause C. Shall decorate the room of the opening ceremonies with flags borrowed from the Office of International Affairs.
- Clause D. Shall develop roll call sheets and other items deemed necessary by the Director-General for the staff of the committees.
- Clause E. Shall serve as the Director of the DUMUN Recruitment Committee.

Section 2. The Secretariat:

- Paragraph 1. Shall coordinate the activities of its members and the members of the U.N.C.
- Paragraph 2. Shall determine by a majority vote the fees of the DUMUN.
- Paragraph 3. Shall coordinate all mailings.
- Paragraph 4. Shall advise the Director-General on the committees of the DUMUN.
- Paragraph 5. Shall approve, by a majority vote, the staff of the committees.
- Paragraph 6. Shall direct, by a four-fifths (4/5) vote, the Executive Director to distribute the financial resources of the DUMUN.
- Paragraph 7. Shall handle any correspondence with the participating high schools.
- Paragraph 8. Shall designate any deadlines it deems necessary to the proper function of the DUMUN.

Section 3. Meetings

- Paragraph 1. The Secretariat shall meet no less than twice a month at a time and place determined by the Secretary-General.
- Paragraph 2. The Secretary-General shall preside over the meetings.
- Paragraph 3. The faculty advisor shall be advised of the time and place of the meetings.
- Paragraph 4. The USG for Conference Services shall keep official minutes.

Section 4. The DUMUN Recruitment Committee:

- Paragraph 1. Shall coordinate recruitment efforts by the University and U.N.C. at the DUMUN.

Paragraph 2. Shall collect a list of high school students who show an interest in Duquesne University and/or U.N.C.

Paragraph 3. Shall, with the assistance of the U.N.C. Recruitment Committee, develop programs to recruit high school students.

Paragraph 4. The Chief of Staff shall serve as Director of this committee.

#### **Article XI. The Committees of the U.N.C.**

##### Section 1. The Recruitment Committee:

Paragraph 1. The Director and the Assistant Director

Clause A. The Director of this committee shall be determined, with the advise of the executive committee, by the President.

Clause B. The Public Relations/Activities Vice President shall serve as the Assistant Director of this committee.

Paragraph 2. Shall develop and coordinate programs to recruit Duquesne students.

Paragraph 3. Shall assist the DUMUN Recruitment Committee.

Paragraph 4. Shall assist the Public Relations/Activities Vice President in the execution of his/her duties.

##### Section 2. The Fundraising Committee:

Paragraph 1. The Director and the Assistant Director

Clause A. The Director of this committee shall be determined, with the advise of the executive committee, by the President.

Clause B. The Financial Vice President shall serve as the Assistant Director of this committee.

Paragraph 2. Shall develop and coordinate programs to raise money for U.N.C. activities.

Paragraph 3. Shall assist the Financial Vice President in execution of his/her duties.

##### Section 3. The Alumni Relations Committee:

Paragraph 1. The Director and the Assistant Director

Clause A. The Director of this committee shall be determined, with the advise of the executive committee, by the President.

Clause B. The Communications Vice President shall serve as the Assistant Director of this committee.

Paragraph 2. Shall develop and coordinate programs to involve, when possible, the alumni of the U.N.C.

Paragraph 3. Shall maintain correspondence with alumni for the purpose of soliciting information, suggestions, donations, and participation as speakers, etc. in U.N.C. activities.

Paragraph 4. Shall assist the Communications Vice President in execution of his/her duties.

#### **Article XII. Telephone Usage**

All members have limited use of the U.N.C. telephone for local calls. Long distance usage shall be limited to official U.N.C. business only.

**Article XIII. Dissolution Provision**

In the event that the U.N.C. dissolves, all of the remaining assets and property of the U.N.C. shall after necessary expenses become the property of Duquesne University as qualified under section 501 c (e) of the Internal Revenue Code.

**Article XIV. Non-inurement Provision**

The net earnings of the U.N.C. shall not inure to the benefit of any private individual, including officers, members, or the advisor, except for reasonable compensation for services rendered to or for the U.N.C. Furthermore, none of the above mentioned persons are entitled to benefit from the remaining assets of the U.N.C. upon dissolution.

**Article XV. Restrictive Legislation Provision**

None of this organization's activities shall be used in any substantial amount for propaganda or attempting to influence legislation [except as otherwise provided by the Internal Revenue Code section 501 (h)]. The U.N.C. will not partake or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

**Article XVI. Restrictive Purposes and Activities Provision**

The organization is organized exclusively for educational purposes as specified in section c (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted by a federal income tax exempt organization under section 501 c (e) or corresponding provisions of any subsequent Federal tax laws.

**Article XVII. By-Laws**

The U.N.C. By-Laws may be adopted by the executive committee by a majority vote and ratified by the membership by a two-thirds (2/3) vote. The By-Laws will then be submitted to the Student Government Association Senate and the University for final approval.

**Article XVIII. Amendments and Interpretations**

Section 1. This constitution may be amended upon the formal motion of any member and the passage of that motion by a two-thirds (2/3) vote of the total voting membership, subject to the approval of the Student Government Association Senate and the University.

Section 2. This constitution shall be interpreted by a majority vote of the executive committee.

Section 3. This organization shall comply with the Duquesne University Code of Student Rights, Responsibilities, and Conduct, the Duquesne University Mission Statement, the United States Constitution, and all applicable state and federal laws governing the U.N.C.'s operation.

**This constitution was written in the Spring semester, 1997.**