

THE CONSTITUTION OF THE UNIVERSITY COLLEGE LONDON MODEL UNITED NATIONS SOCIETY

1. Name

- 1.1. The name of the society shall be the UCL Model United Nations Society (UCLMUN).
- 1.2. The society shall be affiliated to Students' Union UCL.

2. Statements of Intent

- 2.1. The constitution, regulations, management and conduct of the society shall abide by all UCLU Policy and shall be bound by the UCL Memorandum and Articles of Association and Byelaws, the Club and Society Regulations and the Club and Society Procedures and Guidance, laid out in "how to guides".
- 2.2. The society stresses that it abides by UCL Equal Opportunities Policies, and that society regulations pertaining to membership of the society or election to management of the society shall not contravene this policy.
- 2.3. The Club and Society Regulations can be found at the following website: www.uclu.org/clubs-societies.

3. The Society Committee

3.1. President

- 3.1.1. The President's primary role is laid out in section 5.7 of the Club and Society Regulations.
- 3.1.2. The President will be consulted in the running of all aspects of the society and should maintain constant communication with all members of the committee.
- 3.1.3. The President will remain proactive throughout their term, must be present at any committee meetings and should attend any and all society events including the weekly training sessions.
- 3.1.4. The President will hold the position of Secretary-General on the UCLMUN Conference Secretariat and will have final say on all and any decisions pertaining to the conference.

3.2. Treasurer

- 3.2.1. The Treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.

- 3.2.2. The Treasurer will assist the President in the running of all aspects of the society and should maintain constant communication with the President.
- 3.2.3. The Treasurer will remain proactive throughout their term and should attend any and all society events including the weekly training sessions.
- 3.2.4. The Treasurer will hold the position of Under Secretary-General for Finance on the UCLMUN Conference Secretariat.

3.3. Secretary

- 3.3.1. The Secretary will respond to all queries directed to and concerning the society, manage the society's online presence, including all social media accounts, newsletters and the website, and take minutes at committee and society meetings.
- 3.3.2. The Secretary will hold the position of Under Secretary-General for Publicity and Communication on the UCLMUN Conference Secretariat.
- 3.3.3. The Secretary should attend any and all society events including the weekly training sessions.

3.4. Head Training Officer

- 3.4.1. The Head Training Officer will plan, organise and chair the weekly training sessions throughout the first two academic terms of the year.
- 3.4.2. The Head Training Officer will assign a topic of debate for sessions adhering to a two-week cycle and will be responsible for writing study guides and country profiles.
- 3.4.3. The Head Training Officer will hold the position of Under Secretary-General for Chairing on the UCLMUN Conference Secretariat.
- 3.4.4. The Head Training Officer should attend any and all society events including the weekly training sessions.

3.5. Training Officer

- 3.5.1. The Training Officer will plan, organise and chair the weekly training sessions throughout the first two academic terms of the year.
- 3.5.2. The Training Officer will assign a topic of debate for sessions adhering to a two-week cycle and will be responsible for writing study guides and country profiles.
- 3.5.3. The Training Officer should attend any and all society events including the weekly training sessions.

3.6. Conference Coordinator

- 3.6.1. The Conference Coordinator, together with the President, will help choose which Model United Nations conferences the society attends, will apply on behalf of the UCLMUN delegation for delegate tickets and packs, and will allocate them to society members in a fair and systematic fashion.
- 3.6.2. The Conference Coordinator will be solely responsible for any and all communications with conference secretariats, should assume the role of 'Head Delegate' and will be the primary point of contact for society members joining UCLMUN delegations before and during conferences.
- 3.6.3. The Conference Coordinator will hold the position of Under Secretary-General for Applications on the UCLMUN Conference Secretariat.
- 3.6.4. The Conference Coordinator should attend any and all society events including the weekly training sessions.

3.7. Social, Events and Welfare Officer

- 3.7.1. The Social, Events and Welfare Officer will arrange socials for the society's members including the post-weekly-training-session-socials and will ensure that all members are able to participate.
- 3.7.2. The Social, Events and Welfare Officer should organise events for the society such as welcoming guest speakers, and should liaise with other societies to better the experience of UCLMUN members.
- 3.7.3. The Social, Events and Welfare Officer should attend any and all society events including the weekly training sessions.
- 3.7.4. The Social, Events and Welfare Officer will hold the position of Under Secretary-General for Socials on the UCLMUN Conference Secretariat.
- 3.7.5. The Social, Events and Welfare Officer will be required to attend relevant Welfare training as required by the UCL Student Union.
- 3.7.6. The Social, Events and Welfare Officer will be the first point of call for members experiencing welfare issues in line with training received from the UCL Student Union.
- 3.7.7. Social, Events and Welfare Officer will be responsible for organising relevant events to improve the welfare of Society members.

3.8. Volunteering Officer

- 3.8.1. The Volunteering Officer will run the UCLUMUN Schools Volunteering Programme and contact potential partner schools to set up MUN training sessions.
- 3.8.2. The Volunteering Officer will train, recruit and equip volunteers.
- 3.8.3. The Volunteering Officer should recruit a Volunteering Team to assist them in the running of the programme.
 - 3.8.3.1. The Volunteering Team will not represent the society in any official capacity.
- 3.8.4. The Volunteering Officer should attend any and all society events including the weekly training sessions.

3.9. First Year Representative

- 3.9.1. The First Year Representative will facilitate communication between first years and the committee when elected at the start of the academic year.
 - 3.9.2. The First Year Representative should help run the weekly training sessions and should aid in the running of society activities.
 - 3.9.3. The First Year Representative will hold the position of Deputy-Secretary-General on the UCLMUN Conference Secretariat.
 - 3.9.4. The First Year Representative should attend any and all society events including the weekly training sessions.
- 3.10. Management of the society shall be vested in the Society Committee which shall meet regularly during term time (excluding reading weeks) to organise and evaluate the Society's activities.
- 3.11. The Committee members will perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations document.
- 3.12. Committee members are elected to represent the interests and well-being of Society members and are able to be held to account. If Society members are not satisfied with the performance of their representative officers, they may call for a motion of no-confidence in line with Section 5.6 of the Club and Society Regulations.

4. **Terms, Aims and Objectives**

- 4.1. The society shall hold the following as its aims and objectives.
- 4.2. The society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

- 4.3. The core activities of the society shall be:
 - 4.3.1. Weekly training sessions and socials,
 - 4.3.2. Participation in local and international MUN conferences,
 - 4.3.3. The annual UCLMUN Conference,
 - 4.3.4. Coordinating the UCLMUN Schools Volunteering Programme.
5. This constitution shall be binding on the society officers and shall only be altered by consent of two-thirds majority of the full members present at a society general meeting. The Activities Board and Governance Committee shall approve any such alterations.
6. This constitution has been approved and accepted as the Constitution for the UCL Model United Nations Society. By signing this document, the President and Treasurer have declared that they have read and abide by the Clubs and Societies' Regulations.



Henry Johnston-Ellis

President



Gyubin Hwang

Treasurer