

Constitution of the Cambridge University United Nations Association (CUUNA)

1. Name

1.1 The name of the society shall be Cambridge University United Nations Association, hereinafter referred to as “the Society”.

2. Objectives

2.1 To gain more support for the spirit of the United Nations within the University of Cambridge (hereinafter referred to as the University) and youth in the local community

2.2 To educate and promote greater understanding of the role, functions and potential of the United Nations, its agencies and its Charter, with special attention to the Millennium and Sustainable Development Goals.

2.3 To further the ideals, principles and objectives of the United Nations and empower youth and students to become involved in its realization, reform and development.

2.4 To act as a forum for students to network and socialise.

2.5 To raise awareness of international affairs.

2.6 To provide students with events that endorse Section 2.1-2.5 with:

2.6.1 Opportunities to meet with United Nations personnel and other distinguished speakers.

2.6.2 Opportunities to participate in campaigns, charity events and academic trips.

2.6.3 Opportunities to participate in Model United Nations and other events organised by external organisations and societies.

2.6.4 Assistance in putting their views into action such as finding internships and advice on any future careers relating to the United Nations.

3. Membership

3.1 Membership of the Society is open to all members of the University and any others who agree with the objectives of the Society.

3.2 There shall be a membership fee which shall be determined by the Society from time to time. Upon payment and on approval from the Executive Committee (hereinafter referred to as ExCo), membership shall be granted.

3.3 All members shall have the right to attend, speak, propose motions and vote at any of the Society's General Meetings.

3.4 The Society may offer Honorary Membership on such terms as it may decide.

3.4.1 Honorary Members do not have to pay membership fees, have the right to participate in all the Society's activities, but cannot vote at any General Meetings nor are they eligible to stand for offices in the Society.

3.5 The ExCo reserves the right to refuse, suspend or expel membership if it thinks appropriate and necessary, subject to a two-thirds majority vote at a meeting of the ExCo as set out in Section 4. Expulsion shall be subject to confirmation at the next General Meeting of the Society.

3.6 There shall be no refusal of an application for membership on the grounds of race, sex, sexual orientation, religion or political views.

3.7 All members agree follow the University Code of Conduct and agree that any form of harassment, bullying, discrimination, sexual misconduct, or other violations of the Code of Conduct within CUUNA will not be tolerated.

4. Executive Committee

4.1 The ExCo shall consist of a President, Vice-President of Internal Affairs (hereinafter referred to as “VPi”), Vice President of External Affairs (hereinafter referred to as “VPex”), Junior Treasurer, General Secretary, Debates Officer, Speakers Officer, External Conferences Officer, Secretary General of CUIMUN, Deputy Secretary General

of CUIMUN, Secretary General of CUIMUN-HS, Deputy Secretary General of CUIMUN-HS, and Publicity Officer who shall be elected annually at the Annual General Meeting (hereinafter referred to as AGM) with the exception of the Deputy Secretaries General of both conferences, who may be elected should any individual(s) wish to stand for the position at a General Meeting. The regulations of the election are described in Section 8. The responsibilities and duties of the ExCo are set out below:

4.1.1 The President must be a full-time student of the University who shall:

4.1.1.1 Be the primary representative of the Society on all formal occasions.

4.1.1.2 Ensure that group decisions are carried out and should be the inspiration and driving force of the Society.

4.1.1.3 Keep abreast of everything that is happening within the Society and the United Nations Association.

4.1.1.4 Co-ordinate and actively participate in all activities of both the ExCo and the Society as a whole.

4.1.1.5 Prepare the agenda and chair every ExCo and any other formal meetings whenever possible.

4.1.1.6 Be responsible for the oversight, management and collection of handover documents by all elected members of the ExCo at the end of their tenure, (this may include redrafting the handover documents of their predecessor), and for the forwarding of any relevant handover documents to the successor to the position at the start of their term.

4.1.2 The VPi must be a full-time student of the University who shall:

4.1.2.1 Support the President and take on the President’s responsibilities in their absence, unless otherwise directed by the President;

4.1.2.2 Be in charge of organising social events (including but not limited to formal halls, punting, pub nights etc);

4.1.2.3 Liaise with the Speakers Officer in order to assist in organising these events;

4.1.2.4 Liaise with the Debates Officer in order to ensure debate events are satisfactorily supported by the Society;

4.1.2.5 Manage all matters concerning information technology including responsibility for maintenance and regular updating of the Society’s official website.

4.1.3 The VPex must be a full-time student of the University who shall:

4.1.3.1 Support the President and take on the President’s responsibilities in their absence, unless otherwise directed by the President;

4.1.3.2 Be responsible for all the Society’s external correspondence, including liaison with the UNA head office and other branches;

4.1.3.3 Establish collaboration between the Society, other local youth UNAs and MUN societies across the UK, as well as other external groups that are in some manner inspired by the work of the UN, both domestically and further afield, through attending external events and issuing invitations for attendance at CUUNA events;

4.1.3.4 Be primarily responsible for directing CUUNA’s involvement with the UK’s effort to participate in (and once created to engage in the oversight of) the UN Youth Delegate Programme;

4.1.3.5 Recruit and organise an ERC (External Relations Committee) as a sub-committee for handling external affairs in the capacity of organising UN and internationally-related projects and conferences, as well as representing the Society at such externally hosted events;

4.1.3.6 Lead efforts to expand and maintain the UNA-YP (UNA-UK Youth Platform) on a national scale, by serving as the Society’s official representative to the body, and taking a key role in the organisation of the annual UNA-YP conference.

4.1.4 The Junior Treasurer must be a full-time student of the University who shall:

4.1.4.1 Be responsible for all financial aspects of the Society including appropriate management of the Society's funds and assets;

4.1.4.2 This includes, reimbursement of any money spent by ExCo members on businesses of the Society from the Society's funds, provided that valid receipts for those expenditures have been provided;

4.1.4.3 Keep an official receipt book for subscriptions and an up-to-date record of the Society's finances;

4.1.4.4 Prepare an annual report of revenue and expenditure to be presented at the AGM for ratification;

4.1.4.5 Liaise with the treasurers of both CUIMUN and CUIMUN-HS in order to ensure both conferences are performing well financially and to immediately bring to the attention of ExCo should this not be the case;

4.1.4.5 Seek donations and sponsorship for the Society.

4.1.5 The General Secretary must be a full-time student of the University who shall:

4.1.5.1 Be responsible for all the Society's administration; all mailings, newsletters, fundraising and campaign updates are sent via the General Secretary for distribution.

4.1.5.2 Be responsible for taking minutes of all meetings and decisions as well as keeping up-to-date membership records.

4.1.5.3 Keep all official records for the Society.

4.1.5.4 Compile a yearly report summarising and recording the Society's annual progress in areas deemed sufficiently important to the Society, including inter alia: membership, internal events and external achievements.

4.1.6 The Speakers Officer must be a full-time student of the University who shall:

4.1.6.1 Be responsible for preparation of suitable venues to host any talks, conferences or similar events;

4.1.6.2 Contact potential speakers and invite them to meetings of the Society;

4.1.6.3 Maintain good order at these events as well ensuring that safety issues are satisfactorily addressed;

4.1.6.4 Liaise with the VPi to organise social events for members of the Society.

4.1.7 The Conferences and Debates Officers must be two or more full-time students of the University (who shall share up to two votes on the ExCo, each of which requires consensus between the proportional amount of said officers) who shall:

4.1.7.1 Be responsible for notifying members of upcoming external MUN conferences and assist members with any queries they may have about such events;

4.1.7.2 Coordinate all matters pertaining to external MUN conferences;

4.1.7.3 Act as the primary CUUNA liaison for any safety or welfare concerns at, or as a result of, external conferences;

4.1.7.4 Coordinate debating and MUN training events, including those specific to conferences, as well as General Assembly and Crisis simulation events;

4.1.7.5 Maintain good order at training events as well ensuring that safety issues are satisfactorily addressed;

4.1.7.6 Prepare background guides in advance of training events and circulate these to members.

4.1.8 The Secretary General of CUIMUN must be a full-time student of the University who shall:

4.1.8.1 Coordinate the organisation, logistics and delivery of the Society's annual university conference as stipulated in section 9;

4.1.8.2 Report to the ExCo with quarterly updates regarding the progress of conference preparations.

- 4.1.8.3 As per Section 9, the newly elected Secretary General of CUIMUN shall not officially take up their position until after that year's conference.
- 4.1.9 The Deputy Secretary General of CUIMUN must be a full-time student of the University who shall:
- 4.1.9.1 Assist the Secretary General with the organisation, logistics and delivery of the Society's annual university conference as stipulated in section 9;
- 4.1.9.2 Report to the ExCo with quarterly updates regarding the progress of conference preparations.
- 4.1.9.3 As per Section 9, the newly elected Deputy Secretary General of CUIMUN shall not officially take up their position until after that year's conference.
- 4.1.10 The Secretary General of CUIMUN-HS must be a full-time student of the University who shall:
- 4.1.10.1 Coordinate the organisation, logistics and delivery of the Society's annual high school conference as stipulated in section 9;
- 4.1.10.2 Report to the ExCo with quarterly updates regarding the progress of conference preparations.
- 4.1.10.3 As per Section 9, the newly elected Secretary General of CUIMUN-HS shall not officially take up their position until after that year's conference.
- 4.1.11 The Deputy Secretary General of CUIMUN-HS must be a full-time student of the University who shall:
- 4.1.11.1 Assist the Secretary General with the organisation, logistics and delivery of the Society's annual university conference as stipulated in section 9;
- 4.1.11.2 Report to the ExCo with quarterly updates regarding the progress of conference preparations.
- 4.1.11.3 As per Section 9, the newly elected Deputy Secretary General of CUIMUN-HS shall not officially take up their position until after that year's conference.
- 4.1.12 The Publicity Officer must be a full-time student of the University who shall:
- 4.1.12.1 Be responsible for advertising and publicity of the Society's events both within and outside of the University. This includes designing and printing publicity material and maintaining all social media accounts in the society's name;
- 4.1.12.2 Represent the Society to maintain frequent contact with other organisations.
- 4.1.13 The Campaigns Officer must be a full-time student of the University who shall:
- 4.1.13.1 Be responsible for the coordination of local campaigns to educate, promote and raise awareness of international affairs, as well as empowering youth and students to become involved in the realisation, reform and development of the ideals, principles and objectives of the United Nations, its role, functions and potential, its agencies and its Charter, with special attention to the Millennium and Sustainable Development Goals;
- 4.1.13.2 Maintain good order at campaign events and ensuring that safety, publicity and conflict of interest issues are satisfactorily addressed;
- 4.1.13.3 Liaise with the VPex to contact other local and national organisations, to collaborate on matters relating to campaigns in-line with the objectives of the Society.
- 4.2 The Senior Treasurer shall be appointed by the ExCo to audit the Society's accounts each year. Such a person must be a resident member of the Senate or an individual approved by the Junior Proctor.
- 4.3 The ExCo must ensure that the Society complies with the requirements for registration as a University Society as long as the Society shall be registered with the office of the Junior Proctor.
- 4.4 Meetings of the ExCo shall be chaired by the President or in their absence the VPi or VPex. If the President, VPi and VPex are all absent, the remaining ExCo members shall elect a Chairperson for that meeting. No substantive votes can be taken at meetings of the ExCo without the President being in attendance. The quorum for a meeting of the ExCo shall be five members and a written record of each meeting shall be kept.
- 4.5 Meetings of the ExCo should happen frequently during full term.
- 4.6 A meeting of the ExCo should be scheduled each year at the end of Michaelmas Term to review the performance of that calendar year's two annual conferences (as set out in Section 10), to welcome the

incoming Secretaries General, and to discuss financial matters pertaining to the required seed money required for both conferences. The incoming Deputy Secretaries General should also be present at this meeting.

4.6 In the case of a tie in voting at General and ExCo meetings (such as 5 for 5 against for matters requiring a simple majority, or 6 for 3 against for matters requiring a two-thirds majority) the President shall have the casting vote.

4.7 Members of the ExCo may be elected at General Meetings of the Society as per Sections 7 and 8. Members may only be relieved of their roles either through submitting their resignation in writing to the General Secretary, or in extenuating circumstances by a two-thirds majority vote of the ExCo.

4.8 All positions of the ExCo are to be opened for elections at the AGM.

4.9 Substantive votes of the ExCo are defined as any requiring a two-thirds majority as stipulated by this document, as well as any decisions relating to financial matters. Abstentions are in order for any and all votes of the ExCo.

4.10 Unless otherwise stipulated, any decision put to a vote of the ExCo requires a simple majority in order to pass. Although an individual may hold more than one position on the ExCo, no individual may vote more than once.

4.11 Any two members of the society may run for any office of the ExCo on a joint ticket, should both parties agree. Their seat on the ExCo shall still carry only one vote – in the case of any two co-Officers disagreeing on a matter put to a vote of the ExCo, the vote of that seat on the ExCo shall be counted as an abstention.

5. Welfare

5.1 The Society shall have two nominated welfare officers to act as the primary point of contact for complaints about any form of harassment, bullying, discrimination, sexual misconduct, or other violations of the University Code of Conduct.

5.1.1 These officers shall be chosen by the ExCo, preferably by a general consensus or otherwise by a simple majority.

5.1.2 Any member of the Society who is a full-time student of the University is eligible to be a nominated welfare officer, including members of the ExCo.

5.2 The nominated welfare officers shall:

5.2.1 Act as the primary point of contact for any complaints about a member of the Society or behaviour occurring within the Society;

5.2.2 May act as an advocate for any member of the society, including by making recommendations to the President or the ExCo.

5.3 Complaints about the behaviour of a nominated welfare officer should be directed to the President or, in more serious instances, to the University of Cambridge Office of Student Conduct, Complaints and Appeals.

6. Sub-committees

6.1 The ExCo has the power to establish and dissolve any sub-committee at any time.

6.2 The ExCo may appoint sub-committees for the organisation and co-ordination of specified events of the Society.

6.3 Sub-committees possess such powers as may be granted to them by the ExCo, but no sub-committees shall have the power to establish or dissolve other sub-committees.

6.4 The term of office of any sub-committee shall be for a period as may have been defined by the ExCo at the establishment of the sub-committee, or as the incumbent or any later Executive Committee may decide. It would not automatically be terminated by the election of a new ExCo.

7. General Meetings

7.1 The Society shall hold an AGM each academic year in Cambridge during Lent Full Term. At least fourteen days written notice shall be given to members before the AGM.

7.2 The attendance of the full ExCo at the AGM is compulsory.

7.3 The business of the AGM shall include:

- (a) Approval of the minutes of the last General Meeting;
- (b) Approval of the Society's Accounts for the preceding year;
- (c) Elect the ExCo for the year ahead;
- (d) Conduct such other business as is necessary.

7.4 An Extraordinary General Meeting (EGM) may be held in Cambridge at any time during Full Term. It may be called by the ExCo or at the written request of at least ten members, whereby the ExCo must hold the EGM within fourteen days the notice is received. Members must be notified at least seven days before an EGM is held.

7.5 An EGM shall have the same powers as an AGM, but shall only discuss the matter for which the meeting was called.

7.6 General Meetings shall be chaired by the President or in their absence either the VPi or VPex. If the President, VPi and VPex are all absent, the remaining ExCo members shall elect a Chairperson for that meeting. The quorum for a General Meeting shall be five members and a written record of every General Meeting shall be kept.

8. Elections

8.1 Any member shall have the right to nominate any other member for the election.

8.2 Candidates for election to office must be proposed and seconded by two other members. All candidates shall present speeches at the AGM which will be followed by questions from the attending members.

8.3 Re-Open Nominations (RON) shall be a candidate in all elections.

8.4 Voting shall be by secret ballot and if there are more than two candidates for a post, voting shall be by Single Transferable Vote.

8.5 In the event that fewer candidates are elected than positions offered, an EGM will be called by the incumbent ExCo for a second election within two weeks of the AGM.

8.6 Should no Deputy Secretaries General of either conference be appointed at the most recent General Meeting, they shall be appointed at a meeting of the ExCo in the first half of Michaelmas term, through consideration of the ExCo and the specific involvement of the relevant Secretary General.

9. Financial Matters

9.1 The Society shall maintain a banking account with a suitable Bank or Building Society to hold the Society's funds.

9.2 The Senior Treasurer shall make arrangements for the Society's Accounts to be properly audited, either by himself or herself, or by some other person approved under University Ordinances.

9.3 The Senior Treasurer shall not be liable for any financial debt or other obligation of the Society unless he or she has personally authorised such a debt in writing.

9.4 ExCo members of the Society and members of the secretariat of the CUIMUN and CUIMUN-HS conferences are guaranteed indemnity from the funds of the association (if

the association has such funds) for any claim made against them as a result of their proper exercise of duties authorised by the ExCo.

9.4.1 Before entering into a contract or arrangement, members should establish that they have proper authority to do so and that they are authorised to do so by the ExCo.

9.5 The income and property of the Society shall be applied solely towards the promotion of the objectives; none of the income or property of the Society may be paid or transferred directly or indirectly to a member of the Society for personal profit.

9.5.1 A member is entitled to be reimbursed from the property of the Society or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Society.

10. Annual Conferences

10.1 The Society shall organise a conference each year called Cambridge University International Model United Nations (CUIMUN) with the purpose of allowing university students to engage in diplomatic simulations.

10.1.2 The conference shall be organized by a Secretariat consisting of:

10.1.2.1 a Secretary General, as stipulated in Section 4;

10.1.2.2 a Deputy Secretary-General;

10.1.2.3 any number of Under Secretaries-General appointed by the Secretary-General from among the Society membership.

10.1.3 The Secretary-General and Deputy Secretary-General may together make decisions of the Secretariat.

10.1.4 If the Secretary-General and Deputy Secretary-General disagree then the decision of the Secretariat must be a majority decision at a meeting.

10.1.5 The Secretary-General shall periodically report on the process of organising the conference to the other members of the ExCo and answer any questions they have.

10.1.6 The ExCo may, by a two-thirds majority decision, overrule a decision of the Secretariat.

10.1.7 The Secretary General and Deputy Secretary General shall, in the year of their appointment, shadow those appointed the year before in the run up and for the duration of that year's conference, learning from their predecessors as to how best to run the conference most efficiently for the following year. They shall officially take up their positions at noon on the first Monday following the closing ceremony of the conference.

10.2 The Society shall organise a conference each year called Cambridge University International Model United Nations High School (CUIMUN-HS) with the purpose of allowing high school students to engage in diplomatic simulations.

10.2.2 The conference shall be organized by a Secretariat consisting of:

10.2.2.1 a Secretary General, as stipulated in Section 4;

10.2.2.2 a Deputy Secretary-General;

10.2.2.3 any number of Under Secretaries-General appointed by the Secretary-General from among the Society membership.

10.2.3 The Secretary-General and Deputy Secretary-General may together make decisions of the Secretariat.

10.2.4 If the Secretary-General and Deputy Secretary-General disagree then the decision of the Secretariat must be a majority decision at a meeting.

10.2.5 The Secretary-General shall periodically report on the process of organising the conference to the other members of the ExCo and answer any questions they have.

10.2.6 The ExCo may, by a two-thirds majority decision, overrule a decision of the Secretariat.

10.2.7 The Secretary General and Deputy Secretary General shall, in the year of their appointment, shadow those appointed the year before in the run up and for the

duration of that year's conference, learning from their predecessors as to how best to run the conference most efficiently for the following year. They shall officially take up their positions at noon on the first Monday following the closing ceremony of the conference.

11. Amendments to constitution

11.1 Any member of the society may propose amendments to this Constitution.

11.2 Any member wishing to propose pre-written amendments at a General Meeting should submit these to the General Secretary in writing at least 24 hours before that General Meeting is scheduled to occur, although amendments devised at the AGM may still be proposed at the meeting at the discretion of the chair.

11.3 The Constitution may be amended at a General Meeting subject to a simple majority of the members present.

12. Dissolution

12.1 The Society may be dissolved at a General Meeting provided that at least twenty-one days' written notice of the intention to dissolve the Society has been given to the members. At least two thirds of those present and voting at the General Meeting must vote in favour of the motion for Dissolution for it to be effective.

12.2 Any motion for Dissolution of the Society shall provide that assets remaining after all liabilities have been met shall be transferred either to another Registered University Society, or to the Society's Syndicate.