

# USEK Model United Nations Chapter (UMC)

## BYLAWS

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### 1. INITIATION TO THE CHAPTER

**1.1** The USEK Model United Nations Chapter (UMC) is a sociopolitical educational assembly grounded on the principles of the Model United Nations. UMC is part of the Holy Spirit University of Kaslik (USEK) community and is located on its campus.

**1.2** UMC has been part of USEK as an active program since 2017 and rebranded itself as an USEK Chapter since the beginning of the 2021-2022 academic year following the administration's approval.

### 2. PURPOSE

**2.1** The Chapter's main purpose is to promote sociopolitical education through international affairs and inter-governmental policies, to shape students into leaders and thinkers, and to encourage multicultural understanding and international cooperation.

**2.2** UMC's slogan is: **Forging Future Leaders**

### 3. OBJECTIVES

**3.1** UMC's objectives are:

- Gather active and alumni students from all USEK' campuses, schools and departments.
- Train students to become future leaders.
- Grow within and outside the USEK community.
- Participate in local, regional and international conferences.
- Organize local, regional and international conferences.

### 4. MEMBERSHIP

**4.1** For an USEK student to be member of UMC, she or he should complete the USEK MUN Chapter Program (UMCP or its UMC equivalent).

**4.2** Individuals are eligible to participate in the UMCP if they are currently enrolled at USEK. Exceptions can be made for USEK community members with the Chair and administration's approval.

**4.3** Participants in the UMCP are called Delegates.

**4.4** To become delegates, students should fill a form sent to them by the SAO. This form is submitted back to the SAO by the Executive Secretary once approved by the Chair. If needed, interviews can be made to select prominent students, delegates or members.

**4.5** UMCP shall open once per academic year, preferably in the Fall Semester, as the Spring Semester is better to be reserved for conferences' organization.

**4.6** Once an individual completes the UMCP, she or he shall get an official invitation from the Chair to be member of the UMC.

**4.7** Individuals become members if they are active USEK students or USEK alumni who graduated not more than 2 years ago – following the approval of the Board.

**4.8** At the beginning of each semester, a list of UMC members and their respective positions is sent to the Office of the Deputy President for Students.

**4.9** If another MUN activity takes place on campus, the UMC shall be aware of it and approve it.

## **5. TEAM STRUCTURE**

**5.1** Once they become members, students shall hold specific positions within the UMC.

**5.2** The UMC Team is composed of the UMC Board, UMC Priori and UMC General Assembly.

**5.3** The UMC Board is composed of the following members:

- Chair
- Lead Executive
- Counselor
- Programs Director
- Forum Director
- Executive Secretary
- Head of Trainings

**5.4** The UMC Priori is composed of the following members:

- UMC Board Members
- Training Coordinator
- Public Relations Coordinator
- Communications Coordinator
- Social Media Coordinator
- Research and Development Coordinator
- Intercampus Coordinator

**5.5** The UMC General Assembly is composed of the following:

- UMC Board Members
- UMC Priori Members
- Officers
- Trainers
- Chapter Members

**5.6** The UMC International Relations Committee is composed of the following:

- Chair
- Lead Executive
- Counselor
- Forum Director
- Executive Secretary
- Public Relations Coordinator

**5.7** The UMC Board is to meet once per week on an active academic month, and once per month on a non-active academic month – with the needed presence of the Chair.

**5.8** The UMC Priori is to meet once per week on an active academic month, and once per month on a non-active academic month – with the needed presence of the Chair or Lead Executive.

**5.9** The UMC General Assembly is to meet once per month on an active and non-active academic month or more if needed – with the needed presence of the Chair.

**5.10** The UMC International Relations Committee is to meet when necessary - with the needed presence of the Chair and Public Relations Coordinator.

**5.11** If approved by the Chair, the Lead Executive or the Counselor may chair any of the aforementioned meetings when the Chair is absent.

**5.12 Hierarchy of Reporting, knowing that the UMC reports to USEK:**

AS PER ORDER, 8 REPORTS TO 1:

1. Office of the Deputy President for Students
2. The Chair (Chair's role is to lead the Chapter) and the Counselor (Counselor's role is to overview and audit the Board)
3. Lead Executive
4. Executive Secretary, Programs Director and Forum Director
5. Head of Trainings
6. Coordinators
7. Officers and Trainers
8. Members

## **6. TEAM DUTIES**

### **6.1 The Chair:**

- Leads the Chapter
- Chairs the Board meetings
- Chairs the GA meetings
- Mentors the Lead Executive
- Mentors all Chapter members
- Guides the Chapter towards effective growth
- Has the final say on the agenda for each board meeting, guiding the board to address each item on the agenda and take decisive actions
- Has the right of Veto on all decisions, when necessary
- Is the ONLY direct reporter to the Office of the Deputy President for Students

### **6.2 Lead Executive:**

- Is the second person to the Chair
- Acts as the Chair's Chief of Staff
- Mentors the Executive Secretary
- Audits the Directors' work
- Guides the Board towards effective results
- Applies the Chair's rightful decisions
- Applies the Board's decisions and strategies
- Reports directly to the Chair

### **6.3 Programs Director:**

- Is in charge of all UMC Programs
- Should attend all UMC sessions
- Mentors the Head of Trainings
- Guides the Head of Trainings towards effective planning
- Reports directly to the Lead Executive

### **6.4 Forum Director:**

- Organizes the UMC forums and conferences
- Supervises the Public Relations and Intercampus Coordinators
- Attends all UMC Forums
- Reports directly to the Lead Executive

### **6.5 Head of Trainings:**

- Is in charge of all training sessions
- Drafts the training schedule for the upcoming semester, as well as the material and activities with the Training Coordinator and Research and Development Coordinator
- Ensures the proper application of the MUN procedure, debating and research methods, throughout the semester
- Ensures that the training sessions are properly given and effectively transmitted to the delegates
- Keeps records of materials, activities, conferences and workshops
- Reports to the Programs Director

### **6.6 Executive Secretary:**

- Handles all administrative affairs and official communications
- Coordinates enrollments into the UMCP and MUN conferences
- Provides information for students when needed
- Handles logistical tasks assigned by the Lead Executive
- Reports to the Chair and the Lead Executive only

**6.7** Coordinators are responsible for the tasks entrusted to them according to their title and shall lead their team of officers/trainers and report as per the following:

- To the Head of Trainings – Coordinators of Training and Research and Development.
- To the Executive Secretary – Chapter Members and the Coordinators of Social Media and Communications.

**6.8** All officers or trainers are part of a certain team led by a coordinator and report to her/him directly. In case one of the positions remains vacant, the Chair may call for a member to fill the position as an interim situation.

## **7. DECISION MAKING**

**7.1** Decision making is preferably to be done through consensus. If consensus is not reached, voting takes place.

**7.2** Every UMC General Assembly member has equally one vote for major decisions.

**7.3** All major decisions/planning once discussed, voted on and approved, shall be sent to the Office of the Deputy President for Students.

**7.4** All decisions/planning shall be discussed before a vote.

**7.5** For a vote to be passed, 60% of the UMC General Assembly shall be present, with the Chair's presence and the Board's knowledge.

**7.6** The vote happens with a "YES" or "NO", and it is presided by the Chair, or by the Lead Executive with the Chair's approval.

**7.7** For a vote to be won, 60% of the present members shall vote "YES".

**7.8** The Lead Executive and Counselor can ask for a second vote in the same sessions if seen rightful by the Chair and one other Board Member.

**7.9** Directors can review any vote and propose only one additional vote on the matter for the next session if the approval is given by the Chair.

**7.10** The Chair can veto any vote or decision if it serves the USEK and UMC principles, given the experience that she/he holds.

**7.11** The Lead Executive and Counselor can request a veto approval from the Chair.

**7.12** The Chair shall preside all assemblies, and the Counselor shall overview all assemblies.

**7.13** All social media and communication passwords shall be only given following the approval of both the Chair and the Lead Executive through the Executive Secretary.

**7.14** In the event of a serious misunderstanding arising between the Chair-Lead Executive and the Board, the matter shall be referred to the Counselor and the concerned administration of USEK.

## **8. RESPECT OF GENDER QUOTA**

**8.1** It is preferable to have a minimum of 10% of women and a minimum of 10% of men in the General Assembly.

**8.2** It is highly advised to have at least one woman or one man on the Board.

**8.3** The UMC shall always respect gender equality.

**8.4** A serious quota can strictly be implemented if the Board members see its need, with the approval of the Head of the Advisory Council.

## **9. ADVISORY COUNCIL**

**9.1** The Advisory Council (AC) is composed of invited UMC alumni not members anymore, and is headed by its Counselor who is agreed on by consensus among AC members.

**9.2** The role of the AC is to support the UMC, assist the Board and meet with it once per month at least. To become a member, the Chair and the Counselor shall agree on the application of prominent UMC Alumni members and invite him/her to it.

**9.3** All other UMC alumni, if not invited to the Council – directly take part in the UMC-AG (UMC Alumni Gathering).

**9.4** The Counselor shall be a previous Board Member, ready to overview and audit the Board.

## **10. BOARD APPOINTEMENTS**

**10.1** The Chair is appointed by the previous Chair and the Office of the Deputy President for Students.

**10.2** When appointed, a Chair shall:

- have a minimum of 3+ UMC-active academic semesters (= 1.5 years)
- have a minimum of 2+ academic semesters of Board experience (= 1 year)
- have participated/organized in a minimum of 2+ forums and/or conferences
- be a leader and a listener
- be ready to serve UMC for a minimum of 2+ academic semesters

**10.3** The Chair, Counselor and Lead Executive terms have no specific time limit if the Chapter's advancement is ongoing.

**10.4** The Lead Executive is appointed by the Chair and the Counselor through consensus.

**10.5** The Directors are appointed by the Chair for one academic year only.

**10.6** The Heads of Trainings and Executive Secretary are appointed by the Chair and the Lead Executive for one academic year only.

**10.7** The terms of Directors are preferably from 1 to 4 semesters – if additional semesters are needed, the General Assembly's point of view shall be taken into consideration and the Counselor shall give his/her approval thereon.

**10.8** The term of the Head of Trainings and Executive Secretary shall preferably be from 1 to 4 semesters – if additional semesters are needed, the General Assembly's point of view shall be taken into consideration and the Counselor should approve.

**10.9** The terms of Board members, Priori members and members may be terminated at any time by the Chair in the following cases:

- failure to achieve the assigned duties
- commitment issues
- failure to respect the USEK Student Code of Conduct

**10.10** In the middle and at the end of each semester, a performance review shall be conducted by the Threes (Chair, Lead Executive and Counselor) for each Board/Priori Member in a special meeting between each Board/Priori Member and the Threes.

**10.11** The Chair has the final say on all decisions and the Counselor's role/advice is primordial for advancement.

## **11. AMENDMENTS**

**11.1** Any amendments to these Bylaws require the approval of the Counselor and the Chair. They shall take effect immediately upon the approval of the University administration.

**DATE OF APPROVAL: JANUARY 14, 2022**

**USEK ADMINISTRATION REPRESENTATIVE SIGNATURE:  
OFFICE OF THE DEPUTY PRESIDENT FOR STUDENTS**

**UMC CHAIR SIGNATURE:  
KEVIN J. AWKAR  
JANUARY 14, 2022**