

# USEK Model United Nations Chapter (UMC) Bylaws



## UMC Bylaws

### 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. The UMC is part of the Holy Spirit University of Kaslik (USEK) community and is located on its campus.
- 1.2 Since its establishment in 2017, the UMC has been an active program and rebranded itself as the most prominent USEK Chapter at the start of the 2021-2022 academic year with the administration's approval.

### 2. PURPOSE

- 2.1 The Chapter's main purpose is to promote sociopolitical education through international affairs and intergovernmental policies, to shape students into leaders and thinkers, while fostering multicultural understanding and international cooperation.
- 2.2 The UMC's slogan is: *Forging Future Leaders*

### 3. OBJECTIVES

- 3.1 The UMC's objectives are:
  - Gather active students and alumni from all USEK campuses, schools, departments and communities.
  - Train students to become future leaders.
  - Expand within and beyond the USEK community.
  - Participate in local, regional and international conferences.
  - Organize local, regional and international conferences.
  - Build connections through networking to promote sociopolitical topics.
  - Engage in diplomatic and international affairs.
  - Promote diverse cultural understanding.

# USEK Model United Nations Chapter (UMC) Bylaws

## 4. MEMBERSHIP

- 4.1 To become a member of the UMC, a USEK student should complete one of the USEK MUN Chapter Programs (UMCP).
- 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 or others with the approval of the Chair and the Student Affairs office (SAO), depending on the active program.
- 4.3 Participants in the UMCP are called delegates or participants.
- 4.4 Students wishing to become delegates should [fill in a form sent to them by the SAO](#). This form, provided by the Head of Logistics and Communications, must be approved by the Chair. If needed, interviews can be conducted to select qualified students.
- 4.5 The UMCP is preferably offered once per academic year in the Fall Semester, as the Spring Semester is better reserved for organizing and participating in conferences.
- 4.6 Upon successfully completing the UMCP, individuals will receive an official invitation from the Chair to become members of the UMC.
- 4.7 To become members, individuals should be active USEK students, subject to the agreement of the Board. Exceptions could be granted with the approval of the SAO, Chair, Lead Executive, or upon recommendation from the Counselor.
- 4.8 At the beginning of each semester, a list of UMC members with their respective positions is sent to the SAO.
- 4.9 If another MUN activity occurs on campus, the UMC must be informed, consulted and grant its approval.
- 4.10 Members are required to report any breach of regulations to the UMC Board.

## 5. TEAM STRUCTURE

- 5.1 Once they become members, students are assigned specific positions within the UMC Team with the approval of the Chair.
- 5.2 The UMC Team is constituted of the UMC Board, UMC Priori and the UMC General Assembly.

# **USEK Model United Nations Chapter (UMC)**

## **Bylaws**

**5.3** The UMC Board consists of the following members:

- The Chair
- Lead Executive
- Head of Programs
- Head of Logistics and Communications

**5.4** The UMC Priori consists of the following members:

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

**5.5** The UMC General Assembly consists of the following members:

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

**5.6** The UMC International Relations Committee consists of the following members:

- Chair
- Lead Executive
- Head of Logistics and Communications
- Public Relations Coordinator

**5.7** The UMC Board shall meet once per week during active academic months and once per month during non-active academic months, with the Chair's presence required.

**5.8** The UMC Priori shall meet once per week during active academic months and once per month during non-active academic months, with the Chair's presence required.

**5.9** The UMC General Assembly shall meet once per month during both active and non-active academic months or more frequently if needed, with the Chair's presence required.

**5.10** The UMC International Relations Committee shall meet as necessary, with the Chair's presence required.

**5.11** The Counselor may preside over any of the aforementioned meetings when the Chair is absent.

# USEK Model United Nations Chapter (UMC) Bylaws

## 5.12 Hierarchy of Reporting:

The UMC reports to USEK and follows the hierarchy outlined below, with each level reporting to the one above:

1. Student Affairs Office
2. Chair and Counselor
3. Lead Executive
4. Heads of Programs, Logistics and Communication
5. Coordinators
6. Officers and Trainers
7. Members

## 6. TEAM DUTIES

**6.1 The Chair** holds the following responsibilities and rights:

- Leads the Chapter.
- Chairs all Board and general meetings.
- Serve as the sole authority to direct the Lead Executive.
- Oversees and guides all Chapter members.
- Guides the Chapter towards effective growth.
- Mentors the UMC Board.
- Finalizes the agenda for each Board meeting, ensuring key items are addressed and decisive actions are taken in coordination with the Lead Executive.
- Exercises the right of veto on all decisions, following consensus with the Lead Executive.
- Reports directly to the SAO.

**6.2 The Lead Executive** holds the following responsibilities and rights:

- Serves as the second-in-command to the Chair.
- Acts as the Chair's Chief of Staff.
- Directs the work of the Heads of Programs, Logistics, and Communications.
- Guides the Board towards achieving effective results.
- Implements the Board's decisions and strategies.
- Reports directly and exclusively to the Chair.

**6.3 The Head of Programs** holds the following responsibilities:

- Manages all UMC programs.
- Attends all UMC sessions.
- Reports directly to the Lead Executive
- Mentors the following coordinators: Training and R&D

# **USEK Model United Nations Chapter (UMC)**

## **Bylaws**

**6.4 The Head of Logistics and Communications** holds the following responsibilities:

- manages all UMC meetings and communications.
- Coordinates enrollments in conferences.
- Provides information for students when needed.
- Handles logistical tasks given by the Lead Executive.
- Reports directly to the Lead Executive.
- Mentors the following coordinators: Intercampus, Social Media and Communication, and PR.

**6.5** All coordinators are responsible for their respective tasks as outlined by their titles, and lead their respective team of officers and trainers.

**6.6** All officers, trainers or members are part of specific teams led by coordinators and report directly to them. If a position cannot be filled, the Chair may appoint member to assume the role on an interim basis.

## **7. DECISION MAKING**

**7.1** Decision-making is preferably conducted through consensus. If consensus cannot be reached, a vote will take place.

**7.2** All UMC General Assembly members hold an equal vote (1 vote each) in major decision-making.

**7.3** All major decisions and plans, once discussed, voted on and approved, shall be submitted to the SAO.

**7.4** All decisions and plans shall be discussed before a vote takes place.

**7.5** For a vote to be valid:

- 50% of the UMC General Assembly members shall be present.
- The Chair must be also present.
- The Board must be informed of the voting session.

**7.6** Votes will be conducted as a simple “YES” or “NO” process and must be chaired by the Chair – or by the Lead Executive with the Chair’s approval.

**7.7** For a decision to be passed, 60% of the present members must vote “YES”.

**7.8** If a vote fails to pass, the Chair or Lead Executive can call for a second vote in the same session.

**7.9** The Chair, in coordination with the Lead Executive, holds the right to veto any vote or decision if it aligns with the USEK and UMC principles. This authority is granted based on the Chair’s higher level of experience.

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2024

# USEK Model United Nations Chapter (UMC)

## Bylaws

- 7.10** The Chair shall preside over all assemblies, with exceptions made only in cases of force majeure.
- 7.11** All social media and communication passwords can only be shared with the agreement of both the Chair and the Lead Executive, through the Head of Logistics and Communications.
- 7.12** In the event of a serious disagreement or misunderstanding between the Chair, Lead Executive, and the Board, the matter shall be referred to the concerned Administration of USEK for resolution.

### **8. ACCOUNTABILITY MEASURES:**

#### **8.1 The Chair:**

- All candidates for the Chair position must present an agenda to the SAO. The latter will then select the Chair based on the presented agenda and demonstrated skills.
- At the start of their term, the Chair must submit a two-year agenda to the SAO. This agenda must include planned programs and milestones for UMC.
- The Chair's performance will be evaluated by the SAO based on their progress in implementing the submitted agenda.
- The SAO evaluates and approves the Chair's performance throughout their term.
- Any Board member has the right to raise concerns about decisions or actions directly with the Chair, with the aim of resolving them diplomatically.
- If a conflict between the Chair and any Board member cannot be resolved, the matter shall be referred to the SAO for intervention and resolution.
- The Chair, in coordination with the SAO, may terminate any UMC Board member, Priori member, or member as outlined in Article 11.11.
- After consulting with the Counselor, the SAO has the right to terminate the Chair's term. The final decision rests with the SAO.

#### **8.2 Board Members:**

- The Chair shall intervene and resolve disputes or issues arising between two Board members.
- The Chair shall diplomatically address and mitigate any tensions between Board members.
- If communication fails, the Chair shall report any concerning situation to the SAO, which may assist in finding a solution.
- The Chair has the right to report to the SAO any Board member whose performance is deemed inadequate.
- As a last resort, the SAO may hold a meeting between the Chair and the concerned Board member(s) to find a final solution.

#### **8.3 Priori Members:**

- In case a Priori member is found underperforming or if any other concern is raised, the UMC Board shall meet with this Priori member to assess the situation.

#### **8.4 Review Sessions:**

- The SAO holds a meeting with the active Chair once per semester to assess their performance. If necessary, a warning system will be implemented as outlined in the

# USEK Model United Nations Chapter (UMC) Bylaws

Annex Document “UMC Warning System”.

- The Chair shall hold individual meetings with each Board member once per semester to assess their performance.
- The Chair and the Lead Executive shall meet once per semester with each Priori member to provide a performance report and discuss areas for improvement.

## 9. RESPECT FOR QUOTA

9.1 It is preferable to have a minimum of 10% representation for women and a minimum of 10% representation of men in the General Assembly.

9.2 It is strongly recommended to have at least one woman or one man on the Board.

9.3 The UMC shall respect gender equality in all its practices.

9.4 A strict quota can be implemented if deemed necessary by the Board members, subject to the approval of the Head of the Advisory Council.

## 10. ADVISORY COUNCIL

10.1 The Advisory Council (AC) consists of invited UMC Alumni who are no longer active members.

. These individuals are invited upon agreement between the Chair, Counselor, and the SAO. The AC is headed by its Counselor who is selected by consensus among the Chair, previous Counselor, SAO, and Lead Executive.

10.2 The AC’s role is to support the UMC, stand alongside the Board and meet with the Board at least once per month. To become a member, the Chair and Counselor shall agree on the nomination of prominent UMC Alumni and invite them accordingly.

10.3 All other UMC Alumni, if not invited to the AC – participate directly in the UMC Alumni Gathering.

## 11. BOARD APPOINTEMENTS

11.1 The Chair is appointed by the previous Chair and the SAO based on the agenda they present.

11.2 The Counselor’s term is one year, renewable once depending on the current need. A Counselor may be reappointed after completing their two-year term, with the appointment of another Counselor following this period.

11.3 If a Counselor fails to complete their current active term, a new Counselor is selected, beginning their own one-year term independent of the previous Counselor’s term.

# **USEK Model United Nations Chapter (UMC)**

## **Bylaws**

- 11.4** The Chair appoints the Lead Executive and forms their Board that will serve the Chapter during the Chair's term.
- 11.5** The Chair and their Board's term is set to two years, with a revision from the SAO at the end of the first year.
- 11.6** The Lead Executive is appointed by the Chair and the SAO.
- 11.7** The Heads are appointed by the Chair and Lead Executive.
- 11.8** The Heads' terms shall preferably be from 1 to 4 semesters. If additional semesters are needed, the General Assembly's opinion shall be considered into consideration, subject to the approval of the Chair.
- 11.9** If any Board member leaves the Chapter for any reason whatsoever, leaving their position vacant, a temporary interim may assume this position until the end of the current Chair's term and renewal of the Board.
- 11.10** All Board members, Priori members and members' terms can be terminated by the Chair (refer to Annex Document "UMC Position Requirements, Selection Processes, and Termination Processes Explained"), in coordination with the SAO, if the duties are not completed, commitment issues arise, or there is failure to respect the USEK Student Code of Conduct.
- 11.11** At the middle and end of each semester, a performance review is conducted by the "Threes" (Chair, Lead Executive and Counselor) for each Board and Priori member in a special meeting with each of them.
- 11.12** The "Threes" have an effective say on major decisions when needed. The first Counselor is to be appointed in coordination with the SAO.

## **12. AMENDMENTS**

- 12.1** In case of any amendments to the Bylaws, the Counselor shall be informed and review the proposed changes. The Chair shall approve the amendments, and the University administration shall receive them. If approved by the University administration, such amendments shall take effect immediately.
- 12.2** For important matters, the Founder's input shall be considered in areas such as covering Bylaws, global or local partnerships, management advice, preserving the Chapter's identity, and other pertinent initiatives. This collaborative effort, involving the SAO and the "Threes", ensures the Chapter's genuine essence. Consequently, the Founder plays a significant role in shaping the UMC's course.
- 12.3** The UMC Bylaws are accompanied by two annex documents:
- Annex 1: UMC Position Requirements, Selection Processes, and Termination



# **USEK Model United Nations Chapter (UMC)**

## **Bylaws**

Processes Explained (developed in the Spring Semester of 2024).

- Annex 2: UMC Warning System (developed in the Spring Semester of 2024).

**12.4** The Annex Documents serve as extensions to the bylaws, providing detailed selection criteria for each position and outlining the warning system to be implemented in case of non-completion of specific responsibilities.

**12.5** The Founder's signature shall be removed following any future modifications of the UMC Bylaws, provided he/she acknowledges and reviews any future amendments before they are finalized.

### **DATE OF MOST RECENT APPROVAL:**

**26/4/2024**

### **USEK ADMINISTRATION REPRESENTATIVE SIGNATURE:**

**Mrs. Peggy Maalouf**

**Assistant Deputy President for Student Development**

### **UMC ACTIVE CHAIR SIGNATURE:**

**Christopher El Murr**

**Chairperson of the USEK MUN Chapter**

**This document has been reviewed by the UMC Founder.**