



Creekside Model United Nations Club

Club Bylaws

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Article I – Name and Affiliation

The name of this organization shall be the Creekside High School (city, county or geographical area) Chapter of the United Nations Association of the United States of America (“Chapter”). The Chapter is a chapter of UNA-USA, LLC (“UNA-USA”), and is subject to the terms of the Affiliation Agreement between the Chapter and UNA.

Article II – Purpose and Function

Since World War II, through champions like Eleanor Roosevelt, Elliot Richardson, and Cyrus Vance, UNA-USA and its chapters and divisions have built American support for the United Nations. In 1999, funded with Ted Turner’s historic \$1 billion gift, the United Nations Foundation, Inc. (“UNF”) and Better World Fund (“BWF”), its sister organization, began a world-class communication, education and advocacy movement focused on supporting the United Nations and its causes. Following the footsteps of the original United Nations Association, UNF and BWF, the mission of UNA-USA, a program of the United Nations Foundation, is to inform, inspire and mobilize Americans to support the principles and vital work of the United Nations and to strengthen the United Nations system. UNA-USA encourages U.S. leadership to work constructively through the United Nations and encourages everyone to achieve the goals of the United Nations Charter. Through its chapters, divisions and programs, UNA-USA educates the American public about the invaluable work of the

United Nations, raises funds and carries out local activities related to the United Nations, and recruits, engages, and retains members around the country.

The Club has been organized to further the above purpose and function.

Article III – Membership

Membership is available to any Creekside High School Student. The term “Membership” refers to those individuals who have paid **dues** to Creekside Model United Nation Club.

Section 1-Club Responsibilities: All members must keep a binder or folder with bylaws and research; and follow all rules and bylaws reviewed during the first meeting.

Section 2 -General Attendance: A master calendar will be given out at the beginning of each year and every member is responsible for knowing each meeting date, checking the facebook group for updates, and paying attention during meetings to dates that may be changed or events that were not included on the calendar.

Section 3- Absences for non-officers: Every member has only 1 unexcused absence allowed per semester and must submit in writing a reason for review to the club officers one week after the absence in question as to why their absence should be excused if they have already had one absence for that semester.

Article IV – Meetings

Section 1 - General Meeting: General meetings of members shall be held in the Creekside Media Center at 8:15. They are held for practice, review, and research to better the Club member’s knowledge of MUN guidelines and procedures necessary to succeed in external conferences.

Section 2 - Board of Directors Meeting (Officers and Sponsor): The Club shall host at least four board meetings annually.

Section 3 - Special Meetings: Special meetings of members may be called at any time by the vote of the majority of the directors. At special meetings of the members, only such business as stated in the call for such meeting shall be transacted. The secretary shall give members due notice stating the time, place, and business to be transacted at the special meeting. Special meetings also included Practice Simulations that are to be determined.

Section 4 - Notice of Meetings: All members will be provided a master calendar at the beginning of each year.

Section 5 - Quorum: At any meeting of the members, half of the membership shall constitute a quorum for all purposes including the election of directors. There shall be no voting by proxy.

Article V – Officers

Section 1 – Election: The officers shall be elected by the members of the Club at the first or last annual meeting and thereafter, election of officers shall be held at the annual meeting. The officers shall be elected for a one year term and each shall hold such office until their successors are elected.

Section 2 – Positions: Officers of the Club shall be the President, Vice President of Conferences, Vice Presidents of Internal Affairs, a Secretary, and a Treasurer.

Section 3 – Absences: All officers are expected to be at every meeting unless there is any emergency, or otherwise equally pressing matter. The fellow officers and Club sponsor shall decide whether or not the officer retains their office if any unexcused absence occurs.

Section 4- Powers and duties of officers:

- a. The **president** facilitates the work of the Club. The president presides at all Club meetings; presents the report covering the activities of the Club in the previous year at the Club’s annual meeting; enforces Club guidelines; and ensures that all books and records are properly kept and that all meetings are appropriately called. They should delegate authority, develop new leadership, and represent the Club in the community at large. They will work with the club sponsor and help with any chair or conference positions. They must be an officer in the Club for one year prior and be a member for two years before they are eligible for presidency.
- b. The **vice president of conferences** is required to research and report on possible conferences that the club may want to attend, moderate if needed, take over in the absence of the president, and maintain constant contact with the president on all issues pertaining to the Club as well as helping with simulations. They must be a Club member at least one year before being eligible for vice presidency.
- c. The **vice president of internal affairs** is in charge of advertising for the club, representing the club at school, making sure notifications are passed out for meetings, making sure sponsors are involved with the club, and must help with practice simulations. They must be a Club member at least one year before being eligible for vice presidency. Until a secretary is assigned they will assume all of those responsibilities.
- d. The **secretary** is responsible for putting all notices on facebook pertaining to meetings days. They record accurate minutes of all meetings of the Club, which should include election results and assignments to specific duties; works with the president to prepare the Club’s annual report; maintains attendance; and performs all the customary duties of a secretary.
- e. The **treasurer** is responsible for maintaining all financial records for the Club, including providing oversight for dues and conference fees. He/she works with the president to prepare the financial section of the Club’s annual report. During meetings, the treasurer should report actual financials versus the budget and ensure that all officers and members understand the report.

Article VI – Club Finance

Section 1 – Fiscal Year: The fiscal year shall commence on August 20 and end on June 8.

Section 2 – Budget: The budget should include an accurate projection of costs and revenue for the year, and include line items for each Club activity.

Section 3 – Membership Dues: To ensure commitment to the club and support for conferences, dues must be paid to join. Dues are due the 3rd meeting of the year and are as follows:

- \$20 for a club shirt
- \$105 conference dues
- Total :\$125 which is non-refundable and non-negotiable
- All extra money will go into the club account and will cover school fees at conferences that pay for all members and roll over to help pay dues for next year.
- If you are unable to pay but wish to join, the club sponsor will ask for a short typed explanation as to why you cannot pay and will make a decision on membership that will be announced with the rest of the members during the 5th meeting.
- Countries will be assigned by a first come first serve biases

Article VII – Ratification

Bylaws may be amended by review of Club officers and Club sponsors.

Article VIII – Club Expulsion

Section 1- All members who are suspected to be in violation of any of the preceding bylaws will be subject for review by the club officers and club sponsor.

Section 2- After review, any member who is determined to have violated any club bylaws are subject to immediate expulsion from the club via a letter from the officers and club sponsor and will not be allowed any further admission to the club of the year of their expulsion.

Section 3- If any former member who violated Club bylaws wishes to rejoin the Club they may do so the following year by submitting a letter to the Club sponsor explaining their situation and the Club Sponsor makes the decision to approve their readmission.

Section 4- Any member found to be in violation of any St. Johns County School District Policy during a Club activity is subject to **permanent** expulsion for the remainder of their high school career.

Sign and return this sheet by the 3rd meeting

I _____ have read and understand the club bylaws and hereby agree to abide by them in order to be a part of the Creekside Model United Nations Club, signed this __ day of _____, 2012.

Parents Signature _____ signed this __ day of _____, 2012.