

Constitution of the Royal Oak Model United Nations

Ratification May 1995
1st Review May 1996
2nd Review April 1997
3rd Review March 1998
4th Review May 1999

5th Review May 2000
6th Review May 2001
7th Review May 2002
8th Review May 2003
9th Review May 2004

10th Review May 2005
11th Review May 2006
12th Review May 2007
13th Review June 2016
14th Review May 2022
15th Review May 2023

PREAMBLE: *The purpose of the Royal Oak Model United Nations is to foster a spirit for a peaceful global community through an increased knowledge of and participation in activities of government, geography, law, culture, and social systems.*

ARTICLE I: MEMBERSHIP

Section I: Requirements for Membership

- A. Selection.** New members shall be selected according to the following process:
- 1) New members shall be reviewed by ambassadors under the discretion of the Executive Council under guidelines and by a timeline set by the ROMUN Standing Rules. *(revised May 2023)*
 - 2) All applications for membership shall be judged based upon the same criteria, outlined in the ROMUN Standing Rules. *(revised May 2007)*
 - 3) Applicants must receive a simple majority vote by all officers for membership. *(revised May 2003)*
 - 4) In the occasion that an application requires revision, the Executive Council may allot for a rewrite of the application under the guidelines set by ROMUN Standing Rules. *(revised May 2007)*

- B. Membership Requirements.** Fulfillment of membership requirements and granting of Ambassador Plenipotentiary status will require meeting guidelines set by ROMUN Standing Rules. *(revised May 2007)*
- C. Reappointments.** Continuing memberships as Ambassadors Plenipotentiary will be reviewed by the President of the Assembly according to criteria set by ROMUN Standing Rules.
- D. Dismissal.** Formal written dismissal of Ambassadors from the Royal Oak Model United Nations may be recommended by an advisor or any officer and such dismissal must receive a two-thirds majority approval by the Executive Council and advisors approval. Dismissal may be recommended under the following circumstances:
- 1) Failure to fulfill membership requirements
 - 2) Ineligibility according to school policy
 - 3) Behavior unbecoming or unconstructive to the purpose of the club
- Reapplication is possible the following year. *(revised May 2004)*
- E. Ambassador-At-Large.** Ambassadors leaving high school before graduation may carry on the goals of Royal Oak Model United Nations as Ambassador-At-Large. The Ambassador-At-Large is not required to fulfill membership obligations above, but is required to make contact with Royal Oak Model United Nations at least once per school year. The President of the Assembly will maintain names of Ambassadors-At-Large with the Ambassadors list. *(revised April 1997)*
- F. Ambassador Emeritus.** Alumni Ambassadors may elect to become Ambassadors Emeritus and maintain an active role in the organization as determined by the advisors. Alumni Ambassadors are not subject to the membership restrictions established in the above provisions. The President of the Assembly will maintain their names with the Ambassadors list.

ARTICLE II: OFFICERS

Section I: Structure

- A. The Officers.** The Officers as a whole, with advisor support, shall have jurisdiction over all matters not delegated by the

Constitution or Standing Rules, with decisions being made by simple majority vote. *(revised May 2022)*

- B. Executive Council.** The Executive Council will be comprised of the Secretary-General, the USG of Finance, the President of the Assembly, the USG of External Affairs, and the USG of Advocacy. The Executive Council renders all decisions regarding the revocation of membership and any other responsibilities delegated to them by the Standing Rules. *(revised May 2007)*

Section II: Offices

- A.** The office of **Secretary-General** will include, but not be limited to, the following responsibilities: establishing the calendar for regular and special meetings, presiding over the ROMUN Advisory Council and subsequently monitor and coordinate all aspects of the ROMUN organization, appointing (with the approval of advisors) the Ambassador of Internal Conferences, appointing a ROMUN member as Vice-President of Public Relations of UNASA (United Nations of Royal Oak to oversee UNASA obligations, presiding at meetings, providing vision and a positive leadership model for the club. The Secretary-General also acts as the President of UNASA of Royal Oak. *(revised May 2022)*.
- B.** The office of **Under-Secretary General of Finance** will include, but not be limited to, the following responsibilities: management of treasury, funds, and dues, including the funds for UNASA; establishing and making recommendations for budget needs; providing a positive leadership model for the club. The USG of Finance also acts as the Vice-President of Finance of UNASA of Royal Oak. *(revised May 2007)*
- C.** The office of **President of the Assembly** will include, but not be limited to, the following responsibilities: setting the agenda and presiding over formal meetings, maintenance of Royal Oak Model United Nations records (excluding accounts), managing membership, enforcement and interpretation of the Royal Oak Model United Nations Constitution and Standing Rules, recording and distributing the minutes of meetings, and providing a positive leadership model for the club. The President of the Assembly also acts as the Vice-President of Membership of UNASA of Royal Oak. *(revised May 2007)*

- D.** The office of **Under-Secretary General of External Affairs** will include, but not be limited to, the following responsibilities: forming and maintaining inter-school and community partners, including UNA-USA, Rotary International, and groups represented on the Advisory Council, participating on the ROMUN Advisory Council, appointing ROMUN members to participate as active members in partner organizations, organizing, promoting, and maintaining the Royal Oak Model United Nations sponsorship program, managing public relations and announcements, and providing a positive leadership model for the club. *(revised May 2007)*
- E.** The office of **Under-Secretary General for Advocacy** will include, but not be limited to, the following responsibilities: research on current substantive issues before the United Nations, proposing resolutions or positions on these topics to be forwarded to appropriate congresspersons or other political entities, organizing programs to satisfy Royal Oak Model United Nation's commitment to World Causes (V.I.A), organizing advocacy events and trips, coordinating projects with ROMUN partners, participating in a leadership role in the Royal Oak Interact club, and providing a positive leadership model for the club. *(revised May 2007)*
- F.** The office of **Rapporteur** will include, but not be limited to, the following responsibilities: maintaining the research library, handling archives such as photographs and videotapes, maintaining a record of ambassador achievements, recording and disseminating to members accurate meeting minutes including important information discussed and scheduling information, send out a newsletter annually or biannually, organizing the end of year banquet, and providing a positive leadership model for the club. *(revised May 2022)*
- G.** The office of **Under-Secretary General of Technology** will include, but not be limited to, the following responsibilities: updating and maintaining the ROMUN website, managing teleconferences, posting minutes and agendas on the web site, checking club email, and providing a positive leadership model for the club. The office will also be at liberty to appoint ambassadors to assist with management of social media and other intensive technological undertakings, in recognition of the fact that the role of technology will only be increasing into the future of ROMUN. *(revised May 2022)*

- H.** The office of **Under-Secretary General of Internal Affairs** will include, but not be limited to, the following responsibilities: communicating and building relationships between the different organizations within Royal Oak Neighborhood Schools, including the various divisions of ROMUN (teams, parents, and class), organizing, promoting and coordinating joint projects with other organizations, creating methods of communication, representing ROMUN on the Inter-Club Council or its equivalent, enhancing the role ROMUN in the district, and providing a positive leadership model for the club. *(revised May 2007)*
- I.** The **Ambassador of Conference Logistics (Appointed)** will include, but not be limited to the following responsibilities: maintaining school memberships and contacts, scheduling and planning hotel registrations and transportation, registering for conferences, arranging supplies for conferences, working with the USG Finance to establish budget and conference costs, creating and maintaining a conference logistics committee, as well as providing a positive leadership model for the club. Unlike other offices, the Ambassador of Conference Logistics will be appointed by the other officers and/or advisors, and the Ambassador may hold an additional office. *(revised May 2023)*
- J.** The **Ambassador of Internal Conferences (Appointed)** will include but not be limited to the following responsibilities: stand as acting Secretary General of all conferences held internally (to be defined as: conferences hosted by ROMUN). *(revised May 2023)*
- K.** The **Resource Liaison (Appointed)** will include but not be limited to the following responsibilities: managing the use and creation of physical resources such as paper schedules, delegate binders, and artistic resources. *(revised May 2023)*
- L.** The office of **Ambassador Extraordinary (Appointed)** is not limited to one position. Ambassadors may propose a permanent or temporary office of Ambassador Extraordinary to fulfill special needs of the club, the temporary position and officer to be appointed by permanent officers at a necessary time. In such a case, the Ambassador Extraordinary positions should include a subtitle (i.e. Ambassador Extraordinary for Tri-County Conference). *(revised May 2023)*

Section III: Requirements for Office

- A. Requirements.** Officers will retain their positions for their elected school year under conditions determined by the ROMUN Standing Rules. *(revised May 2007)*
- B. Dismissal.** If an officer fails to fulfill the conditions above, they may be subject to removal from office according to the following procedure:
- 1) An ambassador or advisor motions for dismissal during a formal meeting of the membership and the motion is **seconded**; *(revised May 2003)*
 - 2) The officer in question and other members are allowed time to discuss the motion;
 - 3) Following discussion, a 2/3 majority of Ambassadors in attendance vote to dismiss the officer and the advisors also vote to dismiss. A motion may also be made to refer the matter to an officer meeting, such a motion to be approved by a 2/3 majority of Ambassadors in attendance. *(revised May 2022)*
- C. Status.** Removal from a position of office does not automatically constitute loss of Ambassador status (see I.I.D.)
- D. Special Elections.** To fill a vacant office, a special election will be held at earliest opportunity unless a postponement is voted by a majority of members or recommended by the advisors. *(revised May 2004)*

Section IV: Elections to Office

- A. Calendar.** The Secretary-General will establish a calendar for elections for the following school year, the date for nominations to be determined by the ROMUN Standing Rules. *(revised May 2007)*
- B. Nominations.** Nominations for each office will be made by any Ambassador during a formal meeting scheduled by the Secretary-General. All nominations must be seconded. The nominated Ambassador must indicate willingness to run for the nominated office.

- C. Limits to Office.** An Ambassador may be nominated for more than one office but may not be elected to more than one office.
- D. Elections.** Voting for offices will occur at a separate formal meeting scheduled by the Secretary-General according to the schedule established above. Ballots will be created, handled, and counted by the advisors and all voting will be done anonymously.
- E. Selection.** Officers will be elected according to a plurality of voting Ambassadors. In the event of a tie, officers not holding a conflict of interest (i.e. one running for reelection) will vote in a second secret ballot to determine the position.

ARTICLE III: COMMITTEES

Section I: Establishment

Committees can be created by a motion from the floor during a formal meeting, approved by a majority vote. *(revised May 2007)*

Section II: Chairmanship

A chair will be selected to lead each committee's affairs and set meeting times. The chair will report to the membership through updates at formal meetings or other methods established by the Secretary-General. *(revised May 2022)*

Section III: Meetings

All committees are responsible for meeting regularly and maintaining internal records (such as minutes and attendance). *(revised May 2007)*

ARTICLE IV: ROMUN ADVISORY COUNCIL

Section I: Function

The function of the ROMUN Advisory Council will be to support the work of the Royal Oak Model United Nations in finding funding,

partnerships, ideas, and other resources to better help it realize its mission. The purpose of the organization does not include governance of ROMUN business in any form. *(revised May 2006)*

Section II: Membership

- A.** It will be composed of six to 15 participants, open by invitation from the ROMUN officers;
- B.** It will include at least one ROMUN advisor, one parent, one Royal Oak Neighborhood Schools administrator, the USG of External Affairs, and the ROMUN Secretary-General;
- C.** It will include representatives from ROMUN partner organizations
- D.** It will include appropriate honorary members as recommended by an advisor or the Secretary-General. *(revised May 2006)*

Section III: Meetings

The Advisory Council will meet not fewer than three times in any school year and all meetings will be presided over by the Secretary-General or his/her designate, who will set the agenda for the meetings. *(revised May 2023)*

ARTICLE V: MEETINGS

Section I: Schedule and Types of Meetings

- A. Calendar.** The Secretary-General will determine the best times for formal and officer meetings with the assistance of the advisors.
- B. Quorum.** Quorum for all meetings shall be determined by the Standing Rules. *(revised May 2007)*
- C. Meetings** are divided into the following categories:
 - 1) **Formal Meetings** -- These require the full attendance of Ambassadors for Royal Oak Model United Nations business. Under certain circumstances, a meeting may be canceled and rescheduled, or a Special Meeting may be called when an activity is imminent. Formal meetings will follow parliamentary procedure. The President of the Assembly presides and the Secretary-General is a frequent guest. *(revised May 2022)*

- 2) **Officer Meetings** –Officer Meetings will occur on a weekly basis, as regular meetings occur. These meetings will either be closed or open to the ambassadors at the discretion of the officers.
 - a. If a meeting is closed, only officers will be allowed to attend.
 - b. If a meeting is open, delegates who wish to attend are permitted to attend during the time allotted by the officers. Otherwise, requests to address the officers during closed officers meetings are acceptable if granted by the officers. *(revised May 2007)*

- 3) **Assembly Meetings** -- These require the attendance of Ambassadors particular to the kind of assembly as scheduled by the advisors (i.e. Security Council Meeting, General Assembly Meeting, etc.). They are informal and typically involve the instruction of procedures, rules, research, and other matters relevant to the preparation of a particular Model United Nations event.

- 4) **Delegation Meetings** -- These require the attendance of Ambassadors of one or more delegations as scheduled by the advisors (i.e. Iranian Delegation Meeting, Europe Delegations Meeting, etc.). They are informal and typically involve matter particular to the research and strategies of these delegations in preparation for a particular Model United Nations event.

D. Official Record. The President of the Assembly will have a copy of the agenda during every formal meeting and will maintain a copy of the minutes for review. The President of the Assembly will also maintain attendance records at each Formal Meeting. *(revised May 2004)*

E. Public Notice. An agenda will be published by the President of the Assembly before the scheduled meeting takes place. Where possible, Special Meetings must be scheduled and posted one week in advance of the meeting. A copy of the minutes of each formal meeting will also be posted for ambassadors to review. *(revised May 2001)*

Section II: Assemblies and Delegations

- A. Selection.** The advisors will work to place all Ambassadors in a particular Assembly and Delegation for a Model United Nations event according to the needs and preferences of the Ambassador. Delegation partners must make every effort to work together once committed and schedule their own time to conduct research and prepare strategies.
- B. Changes.** The advisors and officers will counsel and approve changes in Assembly and Delegation assignments. *(revised May 2023)*

ARTICLE VI: EVENTS AND ACTIVITIES

Section I: Model United Nations

- A. Conferences.** Hosted by a particular college or university, the event requires substantial costs in registration, travel, food, and lodging. Ambassadors are required to spend time in research and strategy preparation for this event. Conference participation is the choice of a delegate with the approval of an advisor. *(revised May 2007)*
- B. Financing.** Because conferences are the primary preparation for the required Model United Nations Activity and because the Royal Oak Model United Nations assumes responsibility for the cost for these activities, all Ambassadors will be required to pay for the full conference cost at a time determined by the USG of Finance. Students who withdraw from conference participation after this predetermined date will be liable for all costs. Failure to pay conference debts will result in a membership review. Collection and administration of the deposit is the responsibility of the USG of Finance and advisors. *(revised May 2023)*
- C. Conduct.** Because the event is often an overnight activity, Ambassadors are subject to the rules and conditions determined by the advisors and Royal Oak Student Code of Conduct policies.

Section II: Fundraisers

The USG of Finance will coordinate fundraising efforts with the advisors and other officers in order to meet budget needs. The USG of Finance is required to give reports on budget matters as directed by the advisors or Secretary-General.

Section III: Partnerships

A. Purpose. The ROMUN membership will approve the creation of partnerships with various community organizations, non-profits, and non-governmental organizations (NGOs) in the interest of pursuing a diversity of views and promoting its mission of promoting global awareness. *(revised May 2022)*

B. Types of Partnerships. The level of partnership will be determined by ROMUN needs and may be: *(revised May 2006)*

- 1) A **one-time partnership** which involves co-participation on a selected project;
- 2) A **limited partnership** which involves co-participation on selected projects, active membership in the partner organization by one or more ROMUN students, invitations to the partner organization to appropriate ROMUN events, and an invitation to the partner organization to sit on the ROMUN Advisory Council;
- 3) An **alliance** which involves the benefits of a partnership and a long-term sharing of resources and coordination of appropriate agenda;
- 4) A **merger**, which brings the partner organization under the ROMUN organizational umbrella and integrates its resources and agenda with the ROMUN program, the details of which are determined by each proposed merger, approved by the membership, and amended to the Constitution. *(revised May 2006)*

Section IV: Other Activities

The Royal Oak Model United Nations will involve itself in the creation and support of other activities which keep within the spirit of its purpose and do not interfere with a Model United Nations event and fundraising needs for this event.

ARTICLE VII: STANDING RULES

Section I: Function

The Standing Rules shall act as the school year's procedural guidelines for conducting the business of the team. They should complement and not supersede the Constitution but provide clarity for club members and officers in making decisions. *(revised May 2007)*

Section II: Review

- A.** Each Summer the incoming officers shall review the Standing Rules as needed for the upcoming school year, any changes approved by a 2/3 majority vote by the officers. *(revised May 2023)*

- B.** The Standing Rules may also be changed by a 2/3 vote of all members in attendance at any formal meeting by a motion from the floor. *(revised May 2007)*

- C.** Any changes in the Standing Rules during the school year shall not be applied retroactively. *(revised May 2007)*

ARTICLE VIII: WORLD ISSUES

Section I: Charitable Contributions and Involvement

- A. Selection.** The Royal Oak Model United Nations will assume at least one world cause, charity, or organization to promote during each school year, the determination to be made in a Formal Meeting before officer nominations of the previous school year. The cause, charity, or organization will be selected by a simple majority vote and is subject to the approval of the advisors. Appropriate choices may include those supported by the United Nations or those in keeping with the spirit of the Royal Oak Model United Nations' purpose.
- B. Projects.** The manner of promotion will be determined by the Royal Oak Model United Nations but may include charitable gifts, school awareness activities, research, or volunteer work.
- C. Responsibility.** The Under-Secretary for Advocacy will be responsible for proposing, establishing, and maintaining these programs. *(revised April 1997)*

Section II: Other Involvements

The Royal Oak Model United Nations will not limit its participation in the global community but actively pursue and consider other roles it may serve in keeping with the spirit of its purpose.

ARTICLE IX: LEGAL & ORGANIZATIONAL ISSUES

Section I: Tax Exemption Status

Royal Oak Model United Nations, as a sub-unit of Royal Oak High School of the School District of the City of Royal Oak, claims exemption from federal, state, and local taxes as applicable under section 501(c)(3) of the Internal Revenue Code of 1986. *(amended March 2022)*

Section II: Provision for Dissolution

In the event of dissolution, all of the remaining assets and property of Royal Oak Model United Nations shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws; or to the federal government, or to a state or local government for a public purpose. *(amended March 1998)*

Section III: Non-Inurement Provisions

No part of the net earnings of Royal Oak Model United Nations shall inure to the benefit of any member, trustee, director, officer of Royal Oak Model United Nations or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of Royal Oak Model United Nations or any private individual shall be entitled to share in the distribution of any of the assets upon dissolution of the organization. *(amended March 1998)*

Section IV: Restrictive Legislation Provision

No substantial part of the activities of Royal Oak Model United Nations shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by section 501(h) of the Internal Revenue Code, as amended, nor shall Royal Oak Model United Nations participate in, intervene in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office. *(amended March 1998)*

Section V: Restrictive Purposes and Activities Provision

Notwithstanding and other provision of these articles, Royal Oak Model United Nations is organized exclusively for one or more of the following purposes: charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501(c)(3) of the Internal Revenue Code of 1986, and shall not carry on activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) or corresponding provisions of any subsequent Federal tax laws. *(amended March 1998)*

ARTICLE X: AMENDMENTS

Section I: Constitutional Review and Procedure

This Constitution may be amended according to the following procedure:

- A.** No review or amending may occur more than once per school year and only in April, May, or June for enactment in the following school year.

- B.** Any Ambassador may make a motion to review during a Formal Meeting. The motion must be seconded and discussion will take place.
- C.** If the motion passes by a simple majority, the Secretary-General will call a Special Meeting or clear the agenda of a regularly-scheduled Formal Meeting for the purpose of the constitutional review. The Constitution may not be amended during the same meeting the motion for review was made.
- D.** Ambassadors should submit the language of amendments to the Constitution for debate. Unlike Model United Nations events, the language may be rewritten during debate. Amendments will be written into the next year's Constitution if passed by a two-thirds majority of voting members (excluding abstentions).
- E.** The advisors retain a veto power over any amendment affecting the advisors' role in the Royal Oak Model United Nations. Appeals regarding advisors' decisions may be made to the Royal Oak High School's Director of Student Activities. *(revised May 2023)*
- F.** Any questions, conflicts, or other disputes involving the Constitution or Standing Rules shall be referred to the President of Assembly, who shall render a binding decision, which may be appealed to the Executive Council in which a simple majority decision may overturn the previous judgment.
- 1) This excludes all matters relating to the role of the advisors or the amendment process of the Constitution, in which case the advisor(s) shall be the first and final authority.
 - 2) The procedure by which the Executive Council processes appeals shall be determined by the Standing Rules. *(revised June 2016)*

Originally Ratified May 1995:

Scott Scheid
*Secretary-
General*

Kassy Fowler
*Economic and
Social Chair*

Melissa Webb
*World Court
Magistrate*

Jennifer Carlson
*Ambassador
Extraordinary*

Rebecca Calsada
Ambassador

Michelle Chen
Ambassador

Jennifer Kendall
Ambassador

Lauri Torgerson
Ambassador

Plenipotentiary

Plenipotentiary

Plenipotentiary

Plenipotentiary

Dawn Webb
Ambassador
Plenipotentiary

Steven Chisnell
Faculty Advisor

Section II: Amendments

Amendment One: Sponsorship Program. As an ongoing fundraiser and partnership program, Royal Oak Model United Nations under the direction of the Ambassador Extraordinary will maintain a sponsorship program with local businesses, organizations, and individuals. The program will:

- A. Offer a Royal Oak Model United Nations program for donations by an organization at a designated level, the program to be designed to suit the needs of the organization;
- B. Allow for contributions in a variety of forms;
- C. Provide a founder's fee for any ambassador establishing a sponsorship in the amount of the full profit Royal Oak Model United Nations would normally receive in the first year;
- D. Assume the renewal of sponsorship profits in subsequent years to the general fund to help finance trips and other projects.

(revised May 2003)

Amendment Two: Name and Purpose of the Organization.

- A. The name and purpose of the organization shall be the Royal Oak Model United Nations team.
- B. The purpose of the organization will be stated in the Preamble of the Constitution. *(Ratified May 2004)*

Constitution Amended this 22nd Day of May 2023:

Allyson Gilliland
*Secretary-General
President, UNASA*

Giselle
Wrona-Green
*USG of Finance
Treasurer, UNASA*

Nina Hall
*President of the
Assembly
Vice-President,
UNASA*

Julia Malone
Rapporteur

Jane Barnett
USG of Advocacy

Matthew Matola
USG of Technology

Haley Berry
*USG of Internal
Affairs
Internal
Conferences*

Annie Findlay
Resource Liaison

Gabrielle Buttazzoni, Co-Advisor & Brittney Laurent, Co-Advisor