
uOMUNA Constitution

2020-2021



University of Ottawa's Model United Nations Association

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Preamble

Whereas it is necessary in order to educate ourselves as citizens of the world, to cultivate knowledge of international affairs and diplomatic interaction, to develop public speaking skills, and to effectively express our opinions in public;

Article I – Name

1. The club's official name will be the "University of Ottawa Model United Nations Association"

Article II – Definitions

1. "uOMUNA" means "University of Ottawa Model United Nations Association"
2. "The Association" means "The University of Ottawa Model United Nations Association"
3. "Member" shall refer to anyone who is a member of the Association as outlined in Article 7.
4. "The Executive" shall refer to the Executive committee as defined in Article 8.
5. "VP" shall refer to "Vice-president"
6. "UOSU" means "University of Ottawa Student Union"

Article III – Club Mandate

1. The principal objectives of this Association shall be as follow:
 - a. To educate members about historical and contemporary world issues;
 - b. To improve members' knowledge of diplomatic interaction and parliamentary procedure;
 - c. To develop members' abilities in public speaking and in analytical and critical thinking in order to help members gain a broader appreciation for different peoples and cultures, and;
 - i. To provide an enjoyable environment in which members may achieve these goals.

2. *Official Mission Statement :*

The following message will serve as the official mission statement for use by the Executive and members in all matters pertaining to the promotion, social media presence and formal discourse, including but not limited to: Facebook, Website, Sponsorship material, etc.

- a. The University of Ottawa Model United Nations Association, also known as uOMUNA, specializes in opening the diplomatic world of United Nations to our members in the form of moderated simulations. We strive to bring the international stage within arm's length for students, where they can use their tact and negotiation skills to tackle some of the world's most pressing issues. By fostering an inclusive, educational and competitive environment through training sessions and in-houses, we endeavour to empower a new generation of diplomatic leaders. They will in-turn, represent the University of Ottawa at national and international conferences in order to debate, create and negotiate in an applied setting. Our goal is to offer external conferences as avenues to discover academic growth, peaceful diplomacy and increased knowledge of the global citizen.

Article IV – Code of Conduct

1. All members of the University of Ottawa Model United Nations Association are expected to uphold the rules and regulations of the University of Ottawa’s Undergraduate Student Policy (found here: <https://www.uottawa.ca/administration-and-governance/policies-and-regulations#academic-regulations>)
 - a. This includes: paid and unpaid members, Executive members and Officers of the Association.
2. Non-Discrimination: It is the policy of University of Ottawa Model United Nations Association and the Executive team that there will be no discrimination or harassment on the grounds of sex/gender, race, color, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment.
3. Sexual Harassment: uOMUNA is committed to providing a safe environment for its members free from discrimination on any grounds and from harassment at any events, including sexual harassment. UOMUNA will operate on a zero tolerance policy for any form of sexual harassment in the Association, treat all incidents seriously and promptly investigate all allegations of sexual harassment. UOMUNA recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in any given situation. Thus, any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from the Association
 - a. Definitions: In this regard, Sexual Harassment will be defined under University of Ottawa Policy 67 – Sexual Harassment, clause 2. All members will be required to abide by related University regulations that include: Policy 67a on the Prevention of Harassment and Discrimination, Policy 67b Prevention of Sexual Violence, Policy 66 on Violence Prevention and Policy 77 on Health and Safety;
 - b. Reporting Sexual Harassment within the Association: All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.
 - i. A member may chose to speak to an Executive member responsible for receiving the complaint of sexual harassment. The Executive must:
 1. Ascertain the views of the victim as to what outcome they want;
 2. Respect the choice of the victim;
 3. Ensure that the victim knows that they can lodge the complaint with the University of Ottawa through the Office for the Prevention of Discrimination and Harassment, Student Academic Success Service (SASS) <https://www.uottawa.ca/respect/en>
 - ii. Anyone who has been found to have sexually harassed another person under the terms of the aforementioned policy is liable to the following sanctions:
 1. Verbal or written warning from the Executive member;
 2. Dismissal from the Association with no refund of delegate fees.
4. External Conferences: All uOMUNA members recognize that they represent the University of Ottawa at all external events. Paid members of the Association that attend External Conferences will be required to abide by the following set of rules;

- a. Attend the mandatory training session prior to departure, unless other arrangements have been made;
 - b. Make the appropriate payments by the dates indicated by VP Delegate Coordination;
 - c. Attend opening and closing ceremonies for each conference;
 - d. Make an effort to be present in every committee session over the period of the weekend;
 - e. Abide by Article 4, clause 1-3 over the course of the weekend;
 - f. Respect and follow the decisions made by or directions given from the designated Head Delegate;
 - g. If a member does not cooperate with the aforementioned principles, they will risk facing disciplinary action upon return from the External Conference.
5. Members that violate the uOMUNA Code of Conduct policies will face disciplinary action.
- a. The nature of said disciplinary action will depend on the gravity and extent of the violation. The Executive team will be responsible for convening meetings to discuss a member's conduct and decide the appropriate measure to be taken.
 - i. If the violation in question concerns an Executive member, they will be excused from the discussions pertaining to their violation. The remainder of the Executive will then convene to discuss appropriate options.
6. UOMUNA Executive vows to review the Code of Conduct annually to modify, make additions to or clarify elements.
- a. All revisions must be voted on as an amendment during the academic semester's AGM.

Article V – Language

1. In accordance with the University of Ottawa's bilingualism policy, members have the right to conduct Association business and communicate with the Executive in the official language of their choice.
2. Both the French and English versions of this constitution hold equal weight; that is to say one does not overrule the other.
 - a. However, in the case where there is discord between the two versions in terms of intent, the Executive will decide which version best corresponds with the original intent of the article in question;
 - b. In the case where the Executive is unable to come to a decision, precedence will be given to the language that the article was written in, given that both the French and English version hold equal weight, this will be reflected in the constitution by intention of the amendment(s), articles etc., so as to avoid confusion in translation or communication;
 - c. The Association shall keep a record of all passed amendments in the original language in which they were written.
3. In this constitution, the use of the feminine in French includes the masculine.

- a. The neuter in English includes both the masculine and feminine.

Article VI - General Regulations

1. The primary focus of the Association shall be to send delegates to those inter-university Model United Nations conferences in which the Executive elects to participate with the consultation from the membership. For conferences in which the Association chooses not to participate but which individual members wish to attend, the Association will endeavour to provide those members with information and support in their preparations.
2. The Executive will undertake to organize an Executive meeting at the beginning of the summer term for the purpose of selecting the conferences the Association will attend during that academic year.
3. The Executive will ensure that all conference options are open and advertised to members of the Association. Executive members will make a payment option for members to pay for conferences they are interested in.
4. For a conference not selected by the Executive:
 - a. Members will be responsible to pay both the delegation fee and delegate fee;
 - b. Members who want to sign up for the conference must pay by a hard deadline selected by the Executive;
 - c. Once the deadline passes, all members who pay will be registered by the Executive as delegates from the University of Ottawa, but the Executive will take no further measures to organize the delegation attending said conference;
 - d. The organization of the delegates attending the conference, including but not limited to transportation fees, accommodation fees, attendance of delegates, and any other expenses related to attendance at the conference, will not be the responsibility of the Executive or the VP Delegate Coordination;
 - e. The Head Delegates will be decided on by the delegates attending, and any contention over the positions of Head Delegates will not be the responsibility of the Executive, and;
 - f. If the Executive decides that it is feasible to attend the conference, they will undertake the responsibility of organizing the delegation as per their mandate.
5. Concerning inter-university Model United Nations conferences, the Executive will put out a registration procedure. Once the VP Delegate Coordination deems it appropriate, registration will close. After registration is closed no new delegates will be accepted.
6. To receive funding from the Association in order to participate at inter-university Model United Nations conferences, a member must be registered as a student at the University of Ottawa.
7. A member may be deemed ineligible to participate in any Association-sponsored activity if the Executive deems that:
 - a. The member's conduct may be potentially detrimental to the image, credibility, and standing of the Association;

- b. The member's conduct may be potentially detrimental to the image, credibility, and standing of the University of Ottawa, or;
 - c. The member owes funds to the Association.
8. The Executive will resolve the issue by:
- a. Discussing whether the member's conduct does in fact qualify as the one described in either paragraph (a) and/or (b) and/or (c) of Article 8, and;
 - b. Putting the matter to a simple majority vote, with the President casting the deciding vote in the case of a tie;
 - c. If a member's ineligibility has been determined based on behaviour that took place prior to the membership period in question, and that decision of the Executive effectively blocks the member from participating in any Association activities, then the member, if they so wish, can cancel their membership in the Association, and is then entitled to a full reimbursement of their membership fees;
 - d. The decision of the Executive is final.
9. The Head Delegate(s) for any particular conference shall be a uOMUNA member who has confirmed their attendance at any particular conference. Should one or more members of the Executive be amongst those attending a conference, priority will be given to those members to serve as Head Delegate. Should no members of the executive be attending a particular conference, the head delegate(s) will be decided by the Executive from the participating delegates. The selection process shall be as follows:
- a. For Executive Member Head Delegates:
 - i. Executive members may nominate themselves to represent the Model United Nations Association at a conference;
 - 1. This can be done during a meeting of the executive prior to the departure of the delegation.
 - ii. When choosing a head-delegate or co-head delegates, Executive members should consider conference experience, participation within the Executive and the club, previous head-delegate experience, graduation date, or other factors;
 - iii. Head Delegates are chosen by a simple majority vote by the Executive.
10. Delegates shall be allocated positions at external conferences according to the following procedure:
- a. All members attending a conference must apply for positions through an online application (with the exception of those who have been given specific conference application based positions);
 - b. Once applications have been received, it is the responsibility of the Executive to come together in person and determine positions for members shall be based on the information provided by the application and previous MUN experience (if applicable);
 - c. Once positions have been determined they are to be distributed to members;
 - d. Once members receive their positions it is up to their discretion to trade amongst themselves as their position is their property;

- e. Whenever a member of the Association registers for a conference, they will be made to pay approximately 1/3-1/2 of the total delegate registration fee to ensure their attendance.
 - i. Once a delegate is registered, they will receive an email from either the VP Delegate Coordination, the Association, or the VP Communications. This email will confirm that they have put their name in for registration;
 - ii. From the moment the email is sent (time-stamped), the delegate will have three (3) days to pay the down-payment via either PayPal or credit or cash (directly to a member of the executive as outlined in the registration form);
 - iii. If the delegate does not pay within the three-day period, their name will be removed from the registration list, and they will need to redo the entire process again should they wish to attend the conference;
 - iv. If a delegate wishes to pay the full total of the delegate registration fee, they will be allowed to;
 - 1. The amount of the down-payment is simply a minimum that a delegate must pay.
 - v. No refund of the down payment will be made available to a delegate should they wish to withdraw from a conference;
 - 1. The only case in which a refund will be made available will be if a delegate finds a replacement for them who is both a paid member of uOMUNA as well as have paid their own delegate down payment.
 - vi. Situations outside of the members control which inhibit their ability to attend a conference, having come to the attention of the member prior to the date of the conference, will provide a valid reason for exemption from the aforementioned fine. Situations outside of the members control should include: the death of a family member or close friend, an illness or injury that is severe enough in nature that it would either disable their ability to make their way to the conference entirely or participate in the conference itself;
 - 1. Members will be obligated to provide concrete documentation in support of an exemption request from a fine along with their request and will be required to present the documentation to a member of the Executive;
 - 2. Given the personal nature of such an exemption, the exemption, reasoning as well as all communications relating to the exemption will be kept private amongst the Member and the Executive and will not be shared with non-executive members.
 - vii. The Association reserves the right to alter the down payment amount accordingly to each individual conference.

11. The secondary focus of the Association shall be to provide opportunities for members to engage in activities pertaining to international affairs. This shall be done by hosting guest speakers, holding internationally themed events, and hosting conferences; the ultimate goal of which is to encourage further participation by members in student life.

Article VII - Membership

1. Membership will be open to everyone.
2. To be considered a member a fee must be paid, which will vary every year.
3. At least 75% of the Members of the Association must be registered students at the University of Ottawa.
4. All Executive Members of the Association must be registered University of Ottawa students.
5. All those present at any meeting of the Association shall be deemed members of the Assembly, and will be entitled to speak. A person who is considered a full member will be entitled to vote.
6. It shall be the duty of the VP Communications to keep a current roll of the members of the Association. Only members on the roll are eligible to vote in elections, referenda, and other voting matters.
7. If and when the President of the Association, in combination with the majority of the members of the Association, deems the Association incapable of continuing to operate, it [the Association] must dissolve. Yet before the Association is officially dissolved, it must dispose of its property. This involves returning property to another person if the property was originally given to the corporation on the condition that it be returned when the corporation is to be dissolved. The members and the Executive will share equally the responsibility of paying any debt or other liabilities of the corporation. Any remaining property will be distributed based on specification made by the members during a general assembly meeting.

Article VIII - Executive

1. The Association shall be governed by an Executive which will consist of a President, Vice Presidents, Directors, and the Secretary General of CAPMUN. The President and Vice President positions must be elected as per the process outlined in Article XI, whereas directors must be appointed by the elected Executive as per the process outlined in Article VIII, section 2:
 - a. All of these posts shall be held by persons currently enrolled as students attending the University of Ottawa who are members in good standing of the Association,

- b. Elections shall be held in March of each year for the position of President and all Vice President positions. The existing executive is officially dissolved on April 30th, with the successful election candidates taking their roles on May 1st,
 - c. The appointed Executive positions, namely the directorship positions identified in Article VIII, section 5 will be appointed by the end of September using the process outlined in section 2;
2. As soon as the elected Executive takes their offices on May 1 after the election, it must initiate a competitive application process to fill the appointed positions as identified in article 5 as well as any other directorships which it considers necessary:
 - a. The Executive must publicize an application form to all members of the Association detailing the duties of the position, and the skills that are required to fulfill it,
 - b. All applicants must be interviewed, and then the details of the interview are to be shared with the Executive,
 - c. The successful applicant is chosen by a vote of the Executive. Each member of the Executive may cast one vote for the applicant of their choosing, and the applicant that receives the plurality of the votes will be appointed:
 - i. In the situation of a tie, the President will get the authority to choose between the tied candidates,
 - ii. In the case that there is only one applicant for a position, the Executive vote will be put to a yes/no decision, and the applicant will be approved if they receive a plurality of affirmative votes. If the applicant is rejected by a plurality vote, then the office will be considered vacant and the process outlined in section 4 will be used to fill the position;
3. If the Executive determines that it would like to start a new initiative or needs more help fulfilling its duties, it may create a new directorship. Because any directorship created this way is not a position listed in Article VIII, section 5 and as such will be referred to as a non-mandatory directorship. Non-mandatory directors will be considered members of the Executive and as such enjoy the same privileges and voting rights as any other member except for constitutional protection:
 - a. A proposal to create a non-mandatory directorship must be presented by a member of the Executive at a meeting of the Executive and must include a title and specific set of duties for the proposed directorship:
 - i. For a directorship to be created, a proposal must be passed by a $\frac{2}{3}$ vote of the Executive,
 - ii. Once a proposal has passed, the executive must act within 30 days to appoint a member using the same process as mandatory directorship positions, written in in Article VIII section 2,
 - b. Because they lack constitutional protection, non-mandatory directorships can be dissolved at any time by a motion of the Executive, which must be passed with a $\frac{2}{3}$ majority:
 - i. The Executive member holding a non-mandatory directorship position must abstain from a vote to dissolve their own directorship,

- ii. All existing non-mandatory directorships are automatically dissolved on April 30,
 - iii. A motion to dissolve a non-mandatory directorship may only be made after a reason to dissolve the directorship has been delivered and discussed at a meeting of the Executive:
 - 1. The reason presented for dissolving a non-mandatory directorship should concern the office itself, such as a completed mandate or ineffectiveness of the position, rather than the personal effectiveness of the member holding the office,
 - 2. Issues with the particular office holder of a non-mandatory directorship should be resolved using the same mechanisms as would be employed if the same grievance was with a member holding a mandatory position within the Executive, such as impeachment,
 - c. No more than two non-mandatory directorship positions may exist at once,
 - d. Once a non-mandatory directorship has been created and dissolved, another directorship with the same name cannot be created during the same academic year;
4. In exceptional circumstances, executive positions may be rendered vacant before completing their term of office. When this happens, the Executive must ensure that a replacement is selected as soon as possible and that the duties of the vacant office are still fulfilled in some capacity while a replacement is found:
- a. A member of the Executive may submit a letter of resignation if they no longer can or wish to fulfill their duties until the end of their term. Their position will be officially considered vacant no sooner than 7 days after the letter of resignation is submitted, during which time the resigning member of the Executive is expected to finish any projects they are actively engaged in and document their work in order to ease the transition of office:
 - i. In the case that the President resigns, another member of the Executive will inherit the duties and responsibilities of President on an interim basis until an election can be called to select a replacement at the earliest convenience, following the same protocol as if any other elected office of the Executive were rendered vacant,
 - 1. The Member of the Executive that will inherit the duties and responsibilities of President will be the Member holding the first occupied office in the line of succession,
 - 2. A Member of the Executive in the line of succession may decline the role of interim President, in which case it passes to the holder of the next Office in line,
 - 3. The order of succession will be as follows, listed first to last:
 - a. VP Finance,
 - b. VP Communications,
 - c. VP Internal,
 - d. VP Delegate Coordination,

- e. One of the Members holding the office of VP Delegate Training,
 - f. Any unelected member of the Executive who desires the role,
 - ii. In the case that the VP Finance resigns, their resignation may not be made official until financial signing power has been transferred to another member of the elected executive,
 - b. When an elected office is rendered vacant, a by-election must be announced within 30 days of the vacancy becoming official, following the process outlined in Article XI,
 - c. When an appointed office is vacant, an appointment process must be initiated within 30 days of the vacancy becoming official, following the process outlined in section 2;
5. Each member of the Executive is responsible for ensuring that all the duties associated with their position are fulfilled. They are expected to notify the President and/or the Executive in the case that problems arise fulfilling their duties or they are in need to help. Each member of the Executive can expect to be given instruction, help and support when needed from the President and the rest of the Executive. Each member of the Executive is granted a vote in all matters addressed by the Executive. The offices named in this Section are constitutionally mandated, meaning that at all times every one of them must be filled, or the Executive must be in the process of finding a new candidate as quickly as possible based on the procedure outlined in section 4. The duties assigned to each mandatory position are as follows:
- a. **The President** is to preside over all meetings of the Executive and oversee decisions that are being made collectively. As well, the President must see that the other members of the Executive are fulfilling their duties, and offer assistance when needed. The President is to head the process for the appointment of Directors as outlined in section 2 and ensure that these positions are filled. The President must also represent the Association at external meetings and events, and possesses signing authority on the Association's behalf,
 - b. **The VP Delegate Coordination** is responsible for duties which are pertinent to external conferences. The VP Delegate Coordination must determine which conferences that the Association will be attending, select the head delegates and committee positions and each conference, book accommodation and transportation, and provide a timeline for conferences registration. The VP Delegate Coordination must work with other members of the Executive in order to prepare delegates for conferences. The VP Delegate Coordination must act as the point of contact between the Association and conferences,
 - c. **The VP of Delegate Training** is a position that is to be held jointly by two individuals, and is responsible for the training of delegates for Model United Nations simulations, organizing in-house simulations, and conference specific training sessions. The co-VPs of Delegate Training must host three in-house simulations per semester, and must work with VP Delegate Coordination and VP Internal to effectively coordinate their respective responsibilities with each other,

- d. **The VP Finance** shall be responsible for administering the Association's finances and for overseeing all financial dealings of the Association. The VP Finance shall keep complete records of all financial dealings of the club, and have signing authority for the club,
 - e. **The VP Communications** is responsible for social media and record keeping of the Association. The VP Communications must work closely with all other VPs in order to publicize events and deadlines on social media. The VP Communications is expected to write the meeting minutes during meetings of the Executive that will be available to the Executive. The VP Communications is expected to put out a newsletter on a regular schedule. The VP Communications and VP Internal are jointly responsible for recruitment and membership,
 - f. **The VP Internal** shall act as a liaison between the Association members and the Executive. VP Internal is expected to listen to the expectations and needs of the Association members and pass the information in question to the rest of the Executive. VP Internal is expected to use this information to help other members of the Executive plan social events, especially those that coincide with conferences and in-house simulations. VP Internal is expected to identify opportunities for club promotion. The VP Internal and VP Communications are jointly responsible for recruitment and membership,
 - g. **The Secretary General of Capital Model United Nations Conference** (CAPMUN) is in charge of organizing and running the conference for high school students. The Secretary General shall communicate regularly with the Executive regarding the status of the organization of the conference and will be required to follow the Capital Model United Nations By-Laws,
 - h. **The Director of Information Technology** is responsible for the construction and maintenance of the Association website and electronic media. The Director of Information Technology must work with the Executive to keep the website current with the Associations events,
 - i. **The Director of Bilingualism** is responsible for the implementation and oversight of bilingualism within the Association. The Director of Bilingualism must work with all other members of the Executive to foster a linguistically inclusive environment,
6. The members of the Executive are expected to meet no less than once per month to discuss and vote on club matters. A meeting of the Executive must:
 - a. Maintain a quorum of at least ½ of Executive members in order to hold votes on club matters;
 - b. Be documented in the form of written meeting minutes, which will be provided to members of the Association upon request.

Article IX - Meetings of the Executive

1. The Executive shall assemble at least once during the fall and winter terms, on dates, which they determine, reserving the right to meet in camera.

2. If the Executive cannot come to an agreement, the question shall be put to a simple majority vote.
3. The Executive shall make its minutes available to members of the Association by request, and endeavour to provide agendas including times of upcoming meetings.

Article X - Meetings of the Association

1. Meetings will normally be held at least once a month during each term, the day(s) being determined by the Executive. Members will be informed of each of these meetings at least seven (7) days in advance.
2. For meetings, the Executive may arrange Model United Nations Seminars, guest speaker appearances, information sessions, or other innovations, which members of the Association may suggest and which meet with the general approval of the Association.
3. Any member may call for a meeting of the Association. The member must, for the request to be in order, submit it in writing to the Association's Executive, and outline the reason for such a request. Upon receiving the request, the Executive must:
 - a. Determine if the reasons for the request are valid;
 - b. Put the validity of the reasons expressed in the request to a simple majority vote;
 - c. If the vote determines the reasons are not valid, the matter is deemed closed, and;
 - d. The Executive must inform the member of the Executive's decision;
 - e. The decision of the Executive is final.
4. If the vote determines that the reasons are valid, the Executive must:
 - a. Inform the member of the Executive's decision;
 - b. Set a meeting date, and;
 - c. Inform the Association via the mailing list of the aforementioned date.

Article XI – Elections

1. Elections will be held in the month of March each year, immediately following an electoral debate. The date and location of the debate must be publicly announced to the Association at least two weeks before the scheduled date. This must include a period of at least ten days during which members of the Association may register as candidates:
 - a. When registering as a candidate, members may include a written campaign platform that must be no longer than 500 words. A public list of all registered candidates including their platforms will be made available to all members of the Association and maintained as candidates register,
 - b. On the day of the election all candidates and members of the Association will be invited to a venue where each candidate is given the opportunity to make a speech in support of their candidacy and participate in a question-and-answer session. Each candidate will be allotted the same maximum speaking time,

- c. Candidates unable to attend the debate are encouraged to contact the Electoral Officer to develop an acceptable accommodation. Examples of accommodations include:
 - i. pre-recording the campaign speech and submitting in advance to be screened during the debate,
 - ii. using an internet video calling service to remotely deliver the campaign speech,
 - d. At the end of this session, voting will be opened. Voting will take place using a private and secure online program designed for this purpose. Every member of the Association will be invited to vote both through social media and email and have at least 3 days to vote before the poll closes,
 - e. Election results must be announced before April 30th;
 2. Before elections are publicly announced, an Electoral Officer must be selected by a vote of the Executive. This role will be filled by either a member of the Executive who will not be standing for the coming elections, or an external figure. The responsibilities of the Electoral Officer will be as follows:
 - a. Organizing the debate in conjunction with the Executive,
 - b. Creating and enforcing rules about how candidates are allowed to campaign,
 - c. Creating and maintaining the digital poll by which members will vote, and for distributing it in conjunction with the Executive,
 - d. Updating and maintaining the public list of registered candidates and platforms as candidate registrations are received,
 - e. Ensuring that all Members of the Association are afforded the opportunity to participate in the election,
 - f. Adjudicating any procedural disputes or issues that arise in the course of the election;
 3. Each ballot will allow voters to select a single candidate as their preference for each office, and the candidate who receives a plurality of valid votes will be elected:
 - a. In the case of a tie, a secret ballot plurality vote of the existing executive will be used to select the winner. If one of the candidates in the tie is a member of the Executive, they will be required to recuse themselves from this vote,
 - b. In the case of VP Training, two positions are available, and as such voters will fill their ballot by ranking their preference of candidates in order. Professional voting software will be used to weigh the votes and determine the two winners,
 - c. In the case that only one candidate applies to a given position, voters will be given a yes/no decision to mark whether or not they approve of the candidate. If a plurality of votes to reject the candidate, the office will be considered vacant and when the new Executive forms, it will use the process outlined in Article XI, section 4 to fill the position.

Article XII - Amendments to the Constitution

1. Proposed constitutional amendments may be brought forward by any member of the Association.

2. This constitution shall not be amended or altered except by a two-thirds vote of the Membership and Executive combined present at a Constitutional Meeting.
3. Constitutional Meetings shall:
 - a. Be planned and advertised via the most accessible avenue of communication for the Association two weeks in advance;
 - b. Have an equal or greater proportion of non-executive members to executive members, and at the very least, fifty percent of the Executive, and;
 - c. Be chaired by the President, who may only vote in the case of a tie;
 - d. If the President is not able to attend, the chairing shall be delegated to the next Executive member as in order presented in Article 8, Section 1.
4. An amendment to the constitution must be approved by the UOSU Clubs Committee, which must be presented with a typed copy of the proposed amendment as well as typed minutes from the meeting when the amendment was passed in order to prove that the amendment was passed.

Article XIII - Finances

1. All expenses shall be authorised by the Executive by a simple majority vote, with the exception of conference fees and purchases under 50\$.
2. A review of the budget shall be presented to the Association at the last meeting of the winter semester, and the first yearly meeting of the Executive.
3. Any member of the Association can request a copy of the status of the Association's finances. The member must, for the request to be in order, submit it in writing to the Association's Executive, and outline the reason for such a request. Upon receiving the request, the Executive must:
 - a. Determine if the reasons for the request are valid;
 - b. Put the validity of the reasons expressed in the request to a simple majority vote;
 - c. If the vote determines the reasons are not valid, the matter is deemed closed;
 - d. The Executive must inform the member of the Executive's decision;
 - e. The decision of the Executive is final.
4. If the vote determines that the reasons are valid, the Executive must:
 - a. Inform the member of the Executive's decision, and;
 - b. Produce a status of the Association's finances within 7 working days if the Association has no activities planned within the said 7 days, and 14 working days if the Association has an activity planned within the said 14 days.
 - c. The decision of the Executive is final.
5. The Executive will set a membership fee annually.

Article XIV - Impeachment

1. Any member of the club who commits an act negatively affecting the interests of the club and its members, especially if said act is in violation of the Constitution, may be liable for impeachment;
2. The impeachment process begins when a complaint is raised to a member of the Executive about the conduct of another member. The member of the Executive who receives the complaint must:
 - a. Follow the process outlined in this Section even if they personally feel the claim is spurious;
 - b. Not identify the original complainant without their explicit approval;
 - c. Produce in the form of a written document a summary of the complaints against the accused and if applicable what sections of the Constitution have been violated by their behaviour and present it at the next meeting of the Executive:
 - i. If additional time is needed to investigate the veracity of the complaint and/or the extent of the offending actions, the Executive member will at the next meeting of the Executive and each subsequent one, inform the Executive of the complaint and explain what steps they are taking to pursue this investigation until the written complaint is complete and can be presented;
 - d. When the written complaint is presented to the Executive, a vote will be held among voting members of the Executive on whether or not to impeach the member based on the written complaint:
 - i. If the accused is a voting member of the Executive, they must abstain from this vote.
 - e. If a simple majority of voting members of the Executive votes to impeach, notice of impeachment will be given to the member in question;
3. An impeached member will have their membership temporarily suspended until impeachment proceedings can be held, preventing them from participating in club activities and from enjoying any other benefits of membership in the Association;
4. Impeachment proceedings will be held at the next meeting of members of the Association. They will consist of:
 - a. A reading of the written complaint against the impeached member,
 - b. The opportunity for the accused to defend their actions;
 - c. The opportunity for members to volunteer to give testimony relevant to the complaint;
 - d. A vote of all members on whether or not the impeached individual should be removed from the club. A two-thirds majority of members present must vote in favour of the motion to remove the member for it to succeed;

- e. Should the vote for removal fail, the member will cease to be impeached and their member status will cease to be suspended;

Article XV - Agency Clause

The Model United Nations Association is not an agent of the University of Ottawa Student Union and its views and actions do not represent those of the UOSU