

# Model United Nations of the Far West

## Governing Documents for MUNFW Sessions

### I. Host School Selection

#### A. Eligibility to Bid

1. Schools must have paid fees and had delegations at the (1) Annual Session prior to the Session at which they bid.
2. Bid Schools must have an active Faculty Advisor from the bid school.
3. Bids to host an upcoming Session are normally made two years in advance.

#### B. Bid Procedure

1. Potential Secretariats must be notified of their eligibility and bidding procedure in the September posting on the web site.
2. Potential Secretariats should notify the Executive Director of their intention to bid twelve (12) weeks prior to the next MUNFW Session.
3. Potential Secretariats should request a bid packet from the Executive Director at the time of notification.
4. Eight (8) weeks before the MUNFW Session, the potential Secretariats must have submitted the documents itemized in C/1/a/b/c and a statement of progress to the Executive Director.

#### C. Bid Proposal

1. A report of Intention to Bid
  - a. A statement from the Delegation Chair and/or person(s) responsible for the presentation of the bid stating the school's intention to bid to host the MUNFW.
  - b. A statement from the Department Dean and/or Advisor stating Department support for the bid.
  - c. A statement from the President from the potential host institution expressing the administration's support of the school's bid to host the MUNFW.
  - d. Statements from confirmed potential contributions and other supporters.
2. An outline of substantive and personnel planning for its planned session.
  - a. The personnel plan should include a description of proposed organization structure, duties of its members, and the method for selecting the Secretary-General. The school shall include whether it will draw on personnel for its Secretariat from outside of its own institution.
  - b. The substantive plan should include the conference theme, scope of potential committees, council, etc. and potential topics.

- c. For its own records and reference, the potential Secretariat should draft a budget to cover Secretariat expenses. Consult the Model Budget in the Bid Packet from the Executive Director.
- D. Bid Review Committee
1. There shall be a Bid Review Committee composed of the current members of the MUNFW, inc. Board of Directors. This Committee shall review and assist the bidding school(s) in the preparation of bids to the Membership.
  2. Bid schools will submit a copy to each board member thirty (30) days prior to the Annual Session.
  3. Recommendations will be sent back to the bidders fifteen (15) days prior to be conference to allow adjustments, if necessary.
  4. Bids will be distributed at the Membership meeting.
- E. All bids shall be formally presented by the students of the bidding school(s) to the Membership and shall be subject to discussion.
- F. Membership shall determine, by a majority vote, the Host School for two (2) years in advance. A Member School must attend the current Annual Session to vote on a bid.

## **II. Non- School Secretariat Selection**

### **A. Procedure**

1. If by the opening of the Session, a notice of bid to host has not been received by the Executive Director, the alternative Secretariat process shall be initiated automatically. The Host School bid shall remain open for thirty (30) days after the close of the conference, should a member school wish to submit a bid. Such late bids shall have priority over the non-school alternative bid.

### **B. Secretariat**

1. The Office of the Executive Director shall solicit member schools to form a consortium to serve as Secretariat. One school shall be asked to serve as lead school and shall provide the Secretary-General, Secretariat Advisor, administrative or other staff and perhaps one or more Committee chair groups. The remaining school or schools shall provide one or more chair groups and whatever support services and personnel they may be able to provide to the lead school.
2. In the absence of a lead school, the Executive Director shall solicit applications for the position of Secretary-General by appropriate means. The final selection shall be by the Board of Directors.
3. The Secretary-General so selected shall have the full responsibilities as accorded to a Secretary-General selected by a host school.

### C. Conference

1. The Theme, Agenda Topics and Committees for a Consortium Secretariat shall be developed and set by the Membership at the Annual Session at which the alternative procedure goes into effect. This can happen during a regular Membership meeting or during a special meeting for this purpose. The Theme, Agenda Topics and Committees must be approved by Membership at its closing meeting.
2. The Executive Director will advise Membership as to the meeting space available to guide in selecting appropriate committees to be convened.

### D. Chairs

1. The consortium schools shall select chair groups as required for the committees they selected.

### E. Secretariat Advisor

1. The Secretariat Advisor for a consortium Secretariat shall be the faculty member from the lead school.
2. If no lead school has been selected, the Secretariat Advisor shall be selected by the Board of Directors.

## III Faculty Advisors

### A. Definition

1. Any individual that the department or institution recognizes as having responsibility for the Model United Nations course or program qualifies as a MUNFW faculty advisor.

### B. Delegation Advisors

1. While the MUNFW is essentially a student organized and conducted activity, it is also an institutional commitment and the Faculty Advisor is ultimately responsible to the participating college and university for the preparation, performance and conduct of the student organization.
2. The Advisor in no way replaces the student Delegation Chair, but aids and advises in the development of the Model United Nations program on each campus and serves, in the long run, as the continuity for this activity.
3. Advisors may not be a voting delegate to the Annual Session except to the Membership or to an ad hoc or standing committee appointed from the body.
4. Advisors are not allowed on the floor of the General Assembly or of the various committees, councils, etc., but may observe all proceedings and communicate with their delegates during the actual conduct of the meetings in writing only.
5. MUNFW is concerned with the maintenance of a proper role for delegates. It is not proper for an Advisor to require, as a basis for grading,

specifications such as number of speeches, election to Rapporteur, resolution submissions, or other similar requirements.

6. The Advisor will actively assist the delegation in fundraising both on and off the campus.
7. It is strongly urged that Member Schools create a Chapter Charter/By-laws. These regulations should include:
  - a. Membership policy
  - b. Expulsion of member policy
  - c. The role, responsibilities, and authority of the Faculty Advisor
  - d. The role, responsibilities, and authority of the Delegation Chair
  - e. An internal conflict resolution procedure.

In the absence of such regulations, the Faculty Advisors, in consultation with the Delegation Chair, or in accordance with the institution or Associated Student Organization regulations, may refuse to allow a student to participate in the MUNFW program.

### C. Secretariat Advisor

1. Selection of a college or university as the Secretariat of a Session of the MUNFW is an institutional honor and the commitment to host a forthcoming Session is not merely a pledge by a participating group of students, but it is an obligation assumed by the entire institution, as expressed in the original bid. The Faculty Advisor, therefore, is the only person who can serve as the institution representative and s/he shares responsibility with the students in the Secretariat for all aspects of the Session.
2. The Secretary-General and members of the Secretariat are, of course, the persons directly responsible for planning and the execution of the Substantive portion of the Annual Session, but this does not relieve the Faculty Advisor of a key role in these activities. S/he must work closely with the Secretariat while giving great latitude to the students for the ultimate decisions. If major problems arise within the Secretariat, the advice of the Faculty Advisor, as the institutional representative, must be considered by the Secretary-General. In the case of irreconcilable conflicts, provisions of Paragraph 5 will apply, but it is essential to do the utmost to preserve the student character and orientation of the MUNFW.
3. The Advisor will actively assist the Secretariat in fundraising, both on and off campus, and will be kept fully informed by the appropriate student fiscal officer of the state of the finances of the Secretariat.
4. It is strongly urged that the college and university submitting a bid as a potential host Secretariat will have a Faculty Advisor who has attended at least one Annual Session of the MUNFW prior to the Session in which it submits a bid and who will be at the institution as an advisor the next two (2) years after selection as the host school.
5. While the Secretary-General must have primary responsibility for the assignment of Secretariat personnel, the Faculty Advisor has the final authority to make whatever changes s/he deems necessary within in the Secretariat after due consideration with all concerned including other

students and faculty institutional representatives. In the event the Advisor or Secretary-General wishes outside guidance whenever a situation develops which may jeopardize the preparation for the conduct of a Session, consultation will be held with the Board of the MUNFW, Inc. (as agent for Membership) and its decisions shall be binding.

6. The Secretariat Advisor may create an Advisor's Workshop for the purpose of assisting with the development of a wide-range, on-campus Model United Nations Program.

#### **IV. Secretariat**

##### **A. Secretariat**

1. The Host School shall provide the Secretariat for each Session.
2. The Secretariat shall comprise a Secretary-General and such staff as may be required.
3. The Secretary-General shall provide and direct the staff required by the MUNFW and shall establish regulations concerning the staff of the Secretariat.
4. The Secretary-General is not limited in appointments of the Secretariat from the Host School, but is encouraged to consider appointments from nearby schools on the basis of competence, provided that such intention is part of the original bid.
5. The organization of the Secretariat shall, insofar as the Secretary-General deems it advisable, parallel the organization of the Secretariat of the UN.
6. The Secretariat shall exercise those rights and responsibilities as specified in the Governing Documents of the MUNFW.

##### **B. Secretary-General**

1. The Secretary-General shall be selected by the Host School in accordance with the method of selection presented in the original bid presentation. The selection process must include student input, provided that the appropriate officials of the Host School assume responsibility for the final decision.
2. The Secretary-General shall be responsible to the Membership.
3. The Secretary-General shall exercise all rights and responsibilities specified in the Governing Documents of MUNFW.
4. The Secretary-General shall submit a final report of the Session to the Membership at the following Session.

##### **C. Interim Year**

1. The selected Host School shall submit at the session prior to its planned session a report including an up-dated and a more detailed substantive plan.
2. The selected Host School shall designate representatives to the Membership Standing Committees.

## V. Delegations

### A. Country Assignments

1. The Executive Director shall assign the countries and/or organizations recognized by the United Nations to be represented by the Member Schools.
2. The Host School may or may not represent a country at the Session for which it serves as Secretariat, but shall be first to choose the country it will represent at the following MUNFW Session upon fulfilling its obligations as Secretariat as defined in the Governing Documents. If the Secretariat is composed of more than one host school, the hosts shall not have first choice of country at the following Session. The Host School shall have second choice of the country it wishes to represent at the Session preceding its own, unless the Secretariat is composed of more than one host. Then no school shall be given second choice of country.
3. Each Member School shall submit, in order of preference, by a date to be determined by the MUNFW, the names of at least six (6) countries it would like to represent at the following MUNFW Session. The Executive Director shall notify those Member Schools that submit their preferences of their country assignments not more than one (1) week after submission.
4. The Executive Director shall give highest priority to the list of countries submitted by a school. If no preference can be given from the original country preference list, the Executive Director must contact the school immediately and request a second preference list of available countries.
5. The Executive Director shall take into consideration the following in making country assignments:
  - a. Equitable geographic distribution,
  - b. Equitable distribution among schools of all types and sizes,
  - c. A Member School may not represent a Security Council member in two consecutive sessions,
  - d. No two (2) countries to the same school in the same voting group,
  - e. A Member School may not represent the same country, nor should represent a country from the same primary voting group in two (2) consecutive years,
  - f. Not more than one (1) ECOSOC country per school.

### B. Delegations

1. A Member School may have more than one (1) delegation.
2. Each Delegation shall consist of a Permanent Representative, 1 Deputy Permanent Representative, and normally, one (1) delegate per each Committee, Commission, or Council as assigned, and an Advisor(s). The Secretariat may approve additional delegates as needed,
3. Delegations shall be permitted to include post graduates and undergraduates of any MUNFW Member college or university.

### C. Credentials

1. The credentials of representatives and the names of members of the delegations shall be submitted to the Executive Director not less than thirty (30) days before the date fixed for the opening of the Session. The credentials shall be issued by either the appropriate authority of the Member School or by the Chair of the delegation.
2. The Permanent Representative and Deputy Permanent Representative are fully credentialed to speak and participate in committees, commissions, or councils in which other members of their delegation are assigned.
3. Delegates, other than Permanent Representatives and Deputy Permanent Representatives, may not be credentialed to more than one committee, commission, or council.
4. Upon the request of the Permanent Representative or at the discretion of the Secretariat, a delegate may be accredited to more than one (1) position.
5. Advisor credentials are limited to faculty of Member Schools.
6. The Delegation Chair is an administrative title that designates the person who normally is the student leader of the organization of the Member School. The Delegation Chair must otherwise be credentialed to a substantive body.

## VI. Annual Sessions

### A. Meetings

1. The MUNFW shall meet in regular session which shall be convened in the spring of each year. The Executive Director shall specify the opening and closing dates of the Session.
2. Sessions shall be held at the Headquarters of the MUNFW, which shall be determined by the Executive Director. The meeting of the General Assembly and its Main Committees, and meetings of the Councils of the MUNFW shall be held in public.
3. Emergency or special sessions shall meet as occasions may require. They shall be convened as soon as possible upon receipt by the Secretary-General of a request for such a session from the Security Council, on a vote of nine (9) members thereof, or of a request from the Members of MUNFW as expressed in a formal petition signed by a majority of the Members.

### B. Procedures

1. The program of the MUNFW shall be so constructed by the Secretariat as to allow the best possible implementation of the purposes and principles of MUNFW. Consequently, there shall be regular meetings of all Assemblies, Councils, and Committees in accordance with an agenda determined by the Secretariat.
2. If the bodies of the General Assembly or the Special Committees go into session before the General Assembly formally adopts its agenda, the Main Committees and Special Committees and Agencies shall proceed with their agenda, which the General Assembly shall vote upon later.

3. The Secretariat shall provide officers for the various bodies of each session.
4. English shall be the official and working language of the MUNFW. Speeches may be given in any other language other than the official language only if a simultaneous English translation is provided.
5. The Secretariat shall receive, print and distribute documents, reports, and resolutions of the General Assembly, its committees and organs, and provide all facilities and services essential to the preparing of members for and accommodating them at the MUNFW Session.
6. The Rules of Procedure for all Organs and their subdivisions as revised at the XLIV Session shall be accepted as standard.
7. Each Session of the MUNFW shall begin with the Member State situation prevailing at the United Nations in New York at the close of the preceding Session, regardless of changes occurring in the previous sessions of MUNFW.
8. Debate on all resolutions, parts and amendments thereof, on an agenda item shall take place simultaneously and prior to the commencement of voting on any resolution, or part or amendment thereof, on the agenda item subject to the Rules of Procedure.
9. No delegation may be given the power to vote on behalf of another delegation.

C. Organs

1. There may be established as the principle organs of a MUNFW Session a General Assembly, a Security Council, an Economic and Social Council, a Trusteeship Council, and an International Court of Justice.
2. The Secretariat may establish subdivisions of the principles organs of the MUNFW, and any additional United Nations agencies as may be found necessary.
3. The Main Committees of the General Assembly of the MUNFW and the Special Committees, Conferences, and Agencies may include:
  - a. First Committee (Political and Security Questions)
  - b. Second Committee (Economic and Financial Questions)
  - c. Third Committee (Social, Humanitarian, and Cultural Questions)
  - d. Fourth Committee (Political and Security Questions, Territories)
  - e. Fifth Committee (Administrative and Budgetary Questions)
  - f. Sixth Committee (Legal Questions)
  - g. Ad Hoc Committees
  - h. Full Disarmament
  - i. The Committee on Credentials
  - j. Special Conferences or Agencies as deemed necessary by the Secretary-General (e.g. Law of the Sea, UNEP, FAO)

## D. Bodies

1. General Assembly
  - a. The primary function of the General Assembly shall be to receive and, if appropriate, vote upon issues as presented to it by various Councils and Committees of the MUNFW.
  - b. The General Assembly shall consist of all nations represented at the MUNFW by Member Schools. The MUNFW General Assembly membership and voting privileges shall reflect that of the United Nations.
  - c. The Secretary-General shall appoint the President of the General Assembly.
2. Credentials Committee
  - a. The Credentials Committee may examine the credentials of any delegation whose credentials have been challenged and report its findings to the General Assembly without delay.
  - b. The duties of the Credentials Committee are:
    - 1) To review the credentials of any delegation whose credentials have been challenged. They shall forward their recommendation to the Security Council for further action, and
    - 2) To rule on procedural discrepancies and possible credential abuse.
  - c. The Credentials Committee may not examine the credentials of any nation that has not been challenged on substantive grounds.
  - d. Suspensions
    - 1) Requests for the suspension of any delegation's credentials must be in resolution form and presented to the Security Council.
    - 2) The Security Council shall then make a recommendation to the General Assembly regarding this challenge.
    - 3) If the General Assembly approves the resolution, the suspension will apply only to voting privileges for the current conference,
  - e. The Credentials Committee shall elect its own chair at its first session.
3. Security Council
  - a. The Security Council shall submit annual and, when necessary, special reports to the General Assembly for its consideration.
  - b. The Secretary-General shall provide the convening President of the Security Council. If the Council so chooses, it may decide to rotate the presidency among its members during the session.
4. The Economic and Social Council
  - a. The Economic and Social Council shall submit annual and, when necessary, special reports to the General Assembly for its consideration.
  - b. The Secretary-General shall appoint the President of the Economic and Social Council.
5. The International Court of Justice
  - a. The International Court of Justice of the MUNFW shall be the principle judicial organ of the MUNFW. It shall function in accordance with the Statute of the International Court of Justice.
  - b. The International Court of Justice of the MUNFW shall be composed of three (3) to fifteen (15) judges chosen by the Secretariat. The judges may

be selected from among the Member Schools or from the legal community, or may be persons selected by the Secretariat on the basis of personal qualifications.

- c. All members of the MUNFW are ipso facto parties to the Statute of the International Court of Justice.
6. Other Committees, Commissions, Conferences and Agencies
  - a. Each other body of a Session shall be convened by the Secretary-General who shall appoint the presiding officer.
  - b. Each body so convened shall submit annual, and when necessary, special reports to the General Assembly for consideration.

#### E. Agenda

1. The Provisional Agenda for a regular Session of the General Assembly shall be drawn up by the Secretary-General and communicated to the Members of the MUNFW at least four (4) calendar months before the opening of the Session.
2. The Provisional Agenda shall be constructed to allow the consideration of the items in the following order:
  - a. Report of the Security Council
  - b. Report of the Economic and, Social Council
  - c. Report of the International Court of Justice
  - d. Items allocated to the Main Committees or other bodies
  - e. Items directly considered in Plenary Session
  - f. Supplementary items proposed under the provision of P-9
  - g. Additional items proposed under the provision of P-9
  - h. All items deemed necessary by the Secretary-General
3. Provisional Agendas for other organs and bodies may be drawn up by the Secretary-General as deemed necessary and communicated to the members of the MUNFW.

#### F. Rules of Procedure

1. The Rules of Procedure of all Organs and their subdivisions as revised at the XLIV Session shall be accepted as standard. The Rules of Procedure shall be composed of two (2) distinct parts:
  - a. The actual Rules as adopted by the Membership of the MUNFW.
  - b. The Guides to Participation that detail the actual procedures to be followed and further explain the rules themselves. This interpretation shall be a composite of past MUNFW practice, decisions of past Rules Committees, and interpretation of the Secretariats. The interpretations in the Guide to Participation shall be considered as binding as the actual Rules of Participation.
    - 1) Whenever the Rules Committee makes a change in a Rule of Procedure, it must also amend the Guide to Participation to reflect the Rule change. The Secretariat may give interpretations of Rules and Guides for all special committees and councils unique to that particular Session. All interpretations/changes made by the Secretariat in the

- Guide to Participation shall be forwarded to the Rules Committee for its evaluation.
- 2) In the event of a direct conflict between the actual numbered Rules of Participation and the Guide to Participation, the actual Rules of Participation as adopted by the Membership shall take precedence.
  - 3) All references in the MUNFW Governing Documents to Rules of Procedure shall apply to the Guides to Participation as well.
2. Conflicts, Interpretations, Amendments
- a. All conflicts on interpretation of the Rules of Procedure and non-administrative sections of the Governing Documents and the UN Charter that may arise from time to time during the Annual Session shall be decided by the Chair of the Organ or its subdivision when the conflict arises.
  - b. All conflicts on the Rules of Procedure and non-administrative sections of the Governing Documents and the UN Charter shall be referred to the Secretary-General in the following ways
    - 1) Through the Chair of a delegation, or
    - 2) Through the presiding officer of the committee in which the conflict arises. The Committee on Rules shall immediately consider the conflict, which shall be presented in writing, and notify the Secretary-General and the presiding officer of the Rules Committee's decision.
  - c. In the event of a conflict on interpretation of the Rules of Procedure, the Rules Committee may be requested to offer its interpretation. The interpretation offered by the Rules Committee shall be immediately binding.
  - d. The interpretation offered by the Rules Committee shall remain as binding unless or until the Membership initiates action to overrule the decision of the Rules Committee.
  - e. The Rules Committee shall submit amendments to the Rules of Procedure to the Membership in any matter where a conflict has arisen from faulty wording. The Rules Committee may recommend changes in the Guides to Participation to the Membership when necessary to clarify procedural matters.
  - f. The Rules of Procedure for all organs and their subdivisions may be amended by a decision of the Membership on the recommendation of the Rules Committee.
  - g. Changes made in the Rules by the Membership become effective at the next Session of the MUNFW.

## **VII. Post-Conference**

### **A. Final Report**

1. The Final Report sent to the Archives and distributed to the Membership shall consist of the amendments to the Governing Documents and Rules of Procedure and Guides to Participation, copies of all resolutions and/or reports

- passed by committee, councils, conferences and assemblies during the Session; reports of ICJ cases; and any other documents the Secretariat deems necessary or beneficial to MUNFW.
2. The Secretariat shall submit the Final Report of its MUNFW Session no later than the following Session of MUNFW.
  3. The Secretary-General shall submit a preliminary report of his/her activities which he/she deems would be helpful to the new Secretary-General as soon as feasible after close of his/her conference and no later than the Fall board meeting. This report might include problems areas, what went well, what didn't and what could be improved.

## **VIII. Communications**

- A. All Information Documents shall be a coordinated effort by the Secretariat and the Executive Director, and shall be distributed by the Executive Director. All Information Documents that are standard annual documents shall be posted to the MUNFW web site.
- B. Information Documents should be posted to the MUNFW web site no later than May 15, and will include:
  1. Application, School Fees and Country Preference forms
  2. Provisional Agenda
  3. UN Member List
  4. Preferred Country List for the Session
  5. List of convening bodies and their Members
  6. Calendar for the Session year
- C. Information Documents should be posted on the MUNFW web site beginning September 1, and will be updated on a regular basis. These include:
  1. Country assignments by school
  2. Delegate Section on preparation, preconference documents, rules and guides, etc.
  3. Advisor Section
  4. Hotel Information
  5. Information regarding Bidding for the Session two years hence.
- D. The following Information Documents should be posted on the web site no later than November 1:
  1. Issues Book – Background reports on the Issues before the Annual Session by the Secretariat.
  2. Country Assignments by Schools
  3. Delegate fee information and forms and due date
  4. Any Up-dates on the previous items

- E. The following Information Documents should be posted on the web site no later than January 15:
  - 1. Request for delegate fees, forms and due dates
  - 2. Request for Country Profiles (see Delegate Section), due date
  - 3. Request for Policy Statements (see Delegate Section), due date
  
- F. The following Informational Documents should be posted on the web site no later than February 15:
  - 1. Additional information from the Secretariat on the Issue Book, etc.
  - 2. Request for delegate fees and due date
  - 3. Request for Country Profile and Policy Statements and due date
  - 4. Request for Draft Resolutions and due date
  - 5. Request for Credentials, form and due date
  
- G. Conference Information Documents should be posted to the MUNFW web site no later than thirty (30) days prior to the start of the Session, and will include:
  - 1. Final Secretariat up-date on issues, etc.
  - 2. Schedule of Conference events
  - 3. Faculty – Proposed agenda and related information for Membership

## **IX. Conference Administration**

- A. Logistic arrangements for the Annual Session shall be the responsibility of the Office of the Executive Director (OED):
  - 1. The Executive Director, in cooperation with the MUNFW, Inc. Board of Directors, shall negotiate the contract with the hotel/site for the Annual Session at least two (2) years in advance of the Session.
  - 2. The OED shall be the principle contact with the Hotel/Conference site for the MUNFW. All communication with the hotel shall be coordinated through the OED.
  - 3. The Executive Director shall give an annual report on the facilities for each Annual Session. The report shall include the dates of the conference, school and delegate fees, a description of the site, and housing costs for delegates and advisors.
  - 4. The OED shall consult with the Secretariat, not less than 120 days prior to the Annual Session regarding meeting space planning. Thirty (30) days prior to the Session, the Executive Director shall provide a schedule of conference activities and other appropriate information as required by the facility.
  
- B. Budget
  - 1. The Executive Director shall give an annual report on the budget for each Annual Session to the Board of Directors of MUNFW, Inc. each June 30. The Session financial report is part of the annual fiscal report for the organization with the IRS and the CA Franchise Tax Board; the fiscal year begins on July 1 and ends on June 30 of the following year.

2. The budget shall consist of the basic items deemed appropriate to provide services for the Annual Conference and to successfully conduct a model session. The Secretariat may substitute and/or include additional activities for their session, but shall be responsible for the additional costs incurred by those substitutions and/or additions. These basic items/activities of the Annual Session shall include:
  - a. Income
    - 1) School Fees
    - 2) Delegate Fees
    - 3) Donations
    - 4) Grants
    - 5) Other
  - b. Office Expenses
    - 1) Travel – travel and housing costs for all official MUNFW meetings and conferences
    - 2) Office – includes telephone, internet, stationery, supplies, postage
  - c. Conference Expenses
    - 1) Banquet – meals, tax and gratuity
    - 2) A-V – microphones, mixers for meeting rooms
    - 3) Set-up – costs of special set-ups/changes (electrical/keys)
    - 4) DPI /WP– paper and other supplies
    - 5) Review – printing, binding
    - 6) Gavel – one per chair
    - 7) Credentials – plastic holder and printed card insert
    - 8) Placard – Chairs, delegates for each body
    - 9) Meeting Rooms – cost if minimum guest bloc is not achieved.
    - 10) Housing/Incidentals for OED Staff – housing for 6 nights, meals, parking
    - 11) Travel for OED Staff to Conference
    - 12) Movers – transport of equipment/supplies from storage

The Executive Director shall appoint such staff required for the administrative activities of the Annual Session.

10. The Executive Director, with the approval of the Board of Directors, shall set the policies, duties and responsibilities of the administrative staff and student interns for the Annual Session.
11. The Executive Director shall supervise any student intern of the administrative staff.
12. All items provided by vendors to the organization shall be utilized at the discretion of the board.

## **X. General Administration**

- A. If an individual or a MUNFW Chapter is found to be responsible for damages, that individual and/or Chapter is financial liable for payment of such damages. If the MUNFW Chapter does not pay these damages by the first payment deadline of the succeeding MUNFW Session, they will be denied credentials until restitution is made.
- B. No awards shall be given for participation in the MUNFW; however, a certificate acknowledging successful (meeting MUNFW standards) submission of required pre-conference documents (Country Profile, Policy Statements and Resolutions) and attendance at conference meetings is given.
- C. Delegates are not to wear clothing unique to a given country or region unless they are a native of that country or region.
- D. There shall be no drinking of alcoholic beverages, smoking, or eating during committee meetings of the MUNFW.
- E. From time to time the Membership may issue Executive Directives. Such directives shall be as binding as provisions of this document, and shall remain in effect until the Membership rescinds them. An enumeration of these Directives that are currently in effect shall be attached to this Governing Document.
- F. Affirmative votes of a majority of the Member Schools participating at any one Session shall be necessary to add, delete, or change a provision of this Governing Document of the MUNFW organization.
- G. These Governing Documents shall come into effect upon the affirmative vote of two-thirds (2/3) of the Membership.

**These Governing Documents were adopted unanimously on April 15, 1994.**

Amendments to the Governing Documents:

April 15, 1994: Article III.C.1; Article V.C.1,3,5,8; Article IX

April, 1995: Deleted Executive Directives 24-3, 33-2, 35-1, 38-1, 39-1

April, 1997: Added new Article II – Non-school Secretariat Selection

April, 2002: Article I.A,B,C.1; Article II Replaced; Deleted Article V; Article VII.D,E,F; Article IX.A.3, B.2.a

October, 2005: Article I. A.1; Article I.F; Article V.B.1; Article VI.B.6; Article VI.F; Article VIII; Article IX.B.3; Article X.B

July, 2010: Article 1,A.3; 1/B/2 and 4;1.D.4; Article VI.C.3, VI.D.1.a; Article VIII B, C, D, E, F, G; Article IX. B.2.b.and c; Article X.C

## **EXECUTIVE DIRECTIVES**

The Membership suggests:

- 32/1 Direct plagiarism or replications of a United Nations resolution or another delegate's resolution is prohibited unless such language is recognized and cited as to the source.
- 33/1 Credentials are not to be issued to a delegation until there is a country profile, policy statements, and draft resolutions on file with the Executive Director; the policy statements are to be kept in a central file location during the Annual Session; and all delegates are to be informed as to the location of the policy statement file.
- 37/1 It is preferred that students make the oral presentations in future bids.