**[Insert School Name]  
Model United Nations Club Bylaws**

– [Insert date written or last amended] –

PREAMBLE: [Insert a brief explanation of the club’s mission and/or purpose]

ARTICLE I | Name

The name of the club shall be the [Insert School Name] Model United Nations club.

ARTICLE II | Membership

1. Membership in the [Insert School Name] Model United Nations club is open to all students attending [Insert School Name].
2. All [Insert School Name] Model United Nations club members are expected to:
   1. Present themselves in a manner that demonstrates respect, encouragement, and empathy towards others both on and off campus
   2. Prepare for and attend at least one (1) Model United Nations conference with the [Insert School Name] Model United Nations club.
3. Active members are members who attend at least one club meeting a month and have included their name and contact information to the club roster.

ARTICLE III | Officers

Section 1 | Membership

1. The officer positions within the [Insert School Name] Model United Nations club shall include the Secretary-General, Under Secretary-General, and Treasurer.
2. One non-voting faculty or staff advisor shall act as an observer at all club officer meetings to provide counsel and to advise on college policies and procedures.

Section 2 | Powers and Duties

1. Officers shall have the power to make decisions on behalf of the [Insert School Name] Model United Nations club.
2. All fiscal decision making power of the [Insert School Name] Model United Nations club resides with the club officers, in consultation with the advisor and active club members.
3. Club officers will make previous meeting minutes available to the general membership two (2) days prior to each official club meeting.
4. Club officers will determine the time, frequency, and location of both club and officer meetings, in consultation with the advisor and active club members.
5. Two-thirds of the voting club officers must be present for any official business to take place.
6. Decisions made by the club officers may be vetoed by a two-thirds vote of the active membership.

Section 3 | Club Officer Roles

1. The Secretary-General shall:
2. Oversee all club functions
3. Ensure that all necessary paperwork is submitted to the relevant college department at the beginning of each academic year.
4. Develop agendas for and preside over all general membership and club officer meetings according to Robert’s Rules of Order, Newly Revised.
5. Maintain active communication between all officers and the club advisor.
6. Assume other tasks as delegated by the club officers or active membership.
7. The Under Secretary-General shall:
8. Assume the duties of the Secretary-General in the instance of that position’s vacancy.
9. Assume the duties of the Secretary-General in their temporary absence.
10. Take and distribute a record of the minutes for all general and club officer meetings within two (2) business days prior to an official club meeting.
11. Acquire and maintain a register of active club member contact information.
12. Collect and distribute materials for all general and club officer meetings.
13. Maintain a calendar of club and campus events, including Model United Nations conferences the club plans to attend.
14. Archive copies of all forms and documents submitted to the college by the club.
15. The Treasurer shall:
16. Keep an accurate ledger of all club financial activity.
17. Research costs involved in any and conferences, events, or functions the club plans to attend.
18. Maintain a record of all club income and expenses, along with receipts.
19. Provide a regular report on the club’s fiscal standing when requested by an active member.

Section 4 | Term of Office

1. Officers shall be elected to serve for one academic year (beginning in the summer and ending the day after the end of the spring semester.)
2. In the event of a vacancy, the remaining club officers will, at the club officer’s meeting immediately following the vacancy, appoint an eligible member to fulfill the duties of that office until the next officer election.
3. In the event of a split decision regarding appointment of a vacant position, the general membership shall decide by special election.
4. Special elections shall be conducted by secret ballot at the next general membership meeting.

ARTICLE V | Elections

1. During the election process, prospective officers must be nominated for a specific position.
2. Nominations must be seconded by and active club member
3. Nominees will be given the opportunity to speak to the general membership prior to the voting process.
4. Elections will take place by secret ballot and tallied by the club advisor on a display clearly visible to the club (i.e. a whiteboard).
5. The nominee who receives a simple majority (50%+1) of votes shall be declared the winner of the office for which they were nominated.
6. In the event that no nominee receives a simple majority of the votes cast, a runoff vote between the two nominees who received the largest number of votes will take place to determine the winner.

ARTICLE VI | Impeachment and Dismissal

1. If at any time an active club member feels that an officer is not performing their duties or has neglected to follow college policies regarding club operations, they may raise a motion to dismiss the officer at a general meeting of the club.
2. Motions to dismiss must be accompanied by a written explanation of the policies the officer is accused of violating.
3. Motions to dismiss an officer take place over all regular club business at the general membership meeting immediately following the submission of the written complaint.
4. The officer in questions may speak before the club in their own defense prior to any vote taking place.
5. The general membership may vote to dismiss the officer with a two-thirds vote in the affirmative.
6. Dismissal will take effect immediately upon passage of the motion to dismiss.

ARTICLE VII | Meetings

1. The active membership of the [Insert School Name] Model United Nations club shall meet at least once per month during the academic year.
2. A quorum will be established at the second general meeting of each semester
3. A simple majority (50%+1) of the established quorum must be present for official business to occur.

ARTICLE VIII | RULES

1. The [Insert Organization Name] Model United Nations club may use Robert’s Rules of Order, Newly Revised, as a means of parliamentary procedure when necessary
2. In the event that the Bylaws conflicts with college policies, the official regulations of the college shall supersede those contained within this document.

ARTICLE IX | Amendments

1. Amendments to the Bylaws shall be submitted in writing to the Under Secretary-General two weeks prior to being placed on the general membership meeting agenda.
2. The Secretary-General shall make the proposed amendment available to all club members one week prior to a vote by the active club membership
3. The amendment shall be presented to the club and debate opened on the topic
4. Amendments to the Bylaws shall have priority on the agenda.
5. After debate, the general membership shall vote on the passage of the amendment
6. A vote of two-thirds in the affirmative is required to approve any motion to amend the Bylaws.

ARTICLE X | Ratification

1. These Bylaws shall have full force and effect following passage by the majority of active club members voting at the first general meeting after a quorum if established.
2. These Bylaws shall supersede any previous [Insert School Name] Model United Nations club governing documents.