

BTHS Model United Nations Team Bylaws

Ratified September 30, 2024

Article I: Purpose and Aims

Section I: Purpose

The purpose of this team shall be to engage in parliamentary style debate based on accepted Model UN procedure.

Section II: General Activities at Conferences

- A) Students will take on the roles of countries and assume their positions.
- B) Important world issues will be debated and discussed and resolutions will be passed based on those of the actual UN.

Section III: General Activities at Team Meetings and Home

- A) Team discussions will include topics pertinent to current events and global affairs.
- B) Team meetings shall focus on speaking exercises and training in accepted Model UN procedure.
- C) The practice at team meetings and at home will culminate in attending collegiate, high school, interactions with their peers and privately hosted conferences where students will be able to utilize their skills in competing



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with students from other schools.

Section IV: Aims

Members should be able to

- A) Improve negotiation, public speaking, and debating skills.
- B) Learn about effective research and writing skills.
- C) Gain a full understanding of and involvement with global affairs and the actual UN.
- D) Make lasting relationships with fellow students.

Article II: Membership

Section I: Classes of Members

There shall be two classes of members:

- A) Members in good standing with the team.
- B) Members who are not in good standing with the team.

Section II: Standing

A member of the team shall be in good standing provided that they satisfy all of the following conditions:

- A) The member maintains professional and cordial relationships with other members and the faculty advisors.
- B) The member adequately participates in team activities.
- C) The member does not commit egregious misconduct.
- D) The member attends the majority of all team meetings, and if unable to



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attend a team meeting, contacts an executive to review meeting materials and to convey a valid excuse for a meeting.

- E) The member behaves appropriately and ethically.
- F) The member abides by all the rules of an individual conference that they attend for the duration of their attendance.

The executive team and faculty advisors shall remove a member from good standing if the executive team and faculty advisors have determined that a member has failed to satisfy any of the above conditions, or for a substantial reason with a reasonable explanation.

Section III: Members Not in Good Standing

The executive team may take action against members who are not in good standing with the team in the following ways:

- A) Barring said members from participating in conferences.
- B) Barring said members from applying for executive positions.
- C) Barring said members from participating in a specific team activity.
- D) Expulsion of said members from the team, and subsequent deletion of member information from the team roster and other recordkeeping systems.

Members who are removed from good standing must be given due notice, and be reasonably allowed to inquire about their change in standing with the executive team.

Section IV: Participation in Conferences

- A) The executive team shall consider participation in team activities in deciding who will attend conferences.
- B) Advisors and team members shall not be expected to pay for any



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conference expenses, which include delegate fees, school or delegation fees, rooming costs, costs for transportation outside of the city, and other expenses that can be anticipated, unless in times of extreme circumstances.

- C) In the event of a conference held beyond the United States, or outside of the east coast, Delegates will be expected to pay for their transportation, however, Article II, Section IV, Part B still applies.
- D) Delegates may opt out of Article II, Section IV, Part B, which states delegates won't have to pay for any conference expenses, which include delegate fees, school or delegation fees, rooming costs, costs for transportation outside of the city, and other expenses that can be anticipate, if they so choose. However, any delegate acting on their own accord must notify the executive team of doing so.
- E) All team members are expected to prepare adequately for conferences and to accept whatever committee they are assigned to in the event that they cannot choose their assignments.

Section V: Participation in Team Activities

- A) Members are expected to attend all team meetings.
- B) Members are allowed up to three excused absences from team meetings in one academic year.
- C) Members are encouraged to participate in team fundraisers.

Article III: Executive Team Membership

Section I: Expectations of Executives

- A) Executives are expected to be active and innovative. They are also



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expected to be involved in every facet of the team and its management.

- B) In addition to fulfilling their enumerated duties and delegated responsibilities, executives are expected to make suggestions about team operations and assist each other in fulfilling their enumerated duties and delegated responsibilities.
- C) Executives are expected to communicate and work with each other, and the faculty advisors.
- D) Executives are expected to be ready and able to cover responsibilities normally completed by other executives, if deemed necessary
- E) Executives are expected to maintain a good public reputation and are expected to interact with the club members.

Section II: Executive Positions

There shall be eight executive positions:

- A) Two faculty advisors.
- B) One Secretary General, defined as a senior member of the executive team.
- C) One Director General, defined as a senior member of the executive team.
- D) One Under Secretary General, defined as a junior member of the executive team.
- E) One Under Director Secretary General, defined as a junior member of the executive team.
- F) One secretary, defined as a junior member of the executive team.
- G) Two treasurer, defined as a junior member of the executive team.
- H) One Technology Specialist, defined as a junior member of the executive team.

Only one person may hold each office at any given time except for the co-presidential positions and faculty advisor positions.



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Section III: Eligibility

- A) The Secretary General must have attended at least three conferences, have been in good standing, and have been a member of the Model UN team for the majority of at least two academic years at the time they apply for Secretary General, to be eligible.
- B) The Director General must have attended at least three conferences, have been in good standing, and have been a member of the Model UN team for the majority of at least two academic years at the time they apply to be Director General in order to be eligible.
- C) The Under Secretary General must have attended at least three conferences and have been in good standing, and have been a member of the Model UN team for the majority of at least one academic year at the time they apply to be Director General in order to be eligible.
- D) The Under Director General must have attended at least three conferences and have been in good standing, and have been a member of the Model UN team for the majority of at least one academic year at the time they apply to be Director General in order to be eligible.
- E) The secretary must have been in good standing, and have been a member of the Model UN team for the majority of at least one academic year at the time they apply to be secretary in order to be eligible to apply. In the event that the position of secretary becomes vacant during a term, all members in good standing with the team will be eligible to apply.
- F) The treasurer must have been in good standing, and have been a member of the Model UN team for the majority of at least one academic year at the time they apply to be treasurer in order to be eligible to apply. In the event that the position of treasurer becomes vacant during a term, all members in good standing with the team will be eligible to apply.



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- G) If a candidate who is simultaneously applying for any other executive position wins that position, they must withdraw from consideration from every other executive position.

Section IV: Terms

The executives may serve for an unlimited number of one-year terms.

Section V: Removal of Student Executives

Faculty advisors will have the collective right to remove executives who fail to perform their enumerated duties and carry out their delegated responsibilities in an adequate manner and replace them with new executives to fulfill the remaining term of office.

This new election of senior executives will consist of a new nominee outlined by the same guidelines in Article III, Section III, Parts A, B, C and D in a decision made in agreement between the current senior executives and the faculty advisor(s).

Section VI: Removal and Resignation of Faculty Advisors

- A) Faculty advisors may not be replaced involuntarily.
- B) If a faculty advisor wishes to resign their position, they must provide the executive team with due notice and name a willing and able replacement.

Section VII: Appointment of Secretary General and Director General

The new executives will be appointed by a committee consisting of the senior executives. However, this committee must hold an advisory election amongst team members using a proportional, single-transferable-vote system via secret ballot and using pre-printed paper ballots.



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Before the advisory election, team members must have an opportunity to listen to candidates for the co-presidential positions. There will be a debate between all candidates for senior executive positions in which team members will be able to ask questions to candidates.

The results of the advisory election shall be taken into consideration by this committee.

Section VIII: Appointments of Secretary, Treasurer, Technology Specialist

The junior executives will be appointed by a committee consisting of the current executive team. However, this committee must grant an interview to all candidates for all three positions, given by the senior executive team, to establish their qualifications and merits for their prospective positions.

Appointments to these posts for full terms may only be based on merit, observed behavior that is related to the team, and the interview process.

Article IV: Duties and Powers of Executives

Section I: Faculty Advisor

A) It shall be the duties of the faculty advisors to

- Attend all meetings and conferences, if possible.
- Supervise all members.
- Assist students when asked.
- Perform duties that must be delegated to adults.
- Consult executive team members before collectively taking actions that affect the team.

B) It is the collective power of the faculty advisors to



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- Hold veto power over any team decisions, including amendments.
- Take actions that affect the team. However, it is the duty of the faculty advisors to consult executive team members before taking actions that affect the team.
- Remove executives who fail to perform their enumerated duties and carry out their delegated responsibilities in an adequate manner, and replace them with new executives to fulfill the remaining term of office.
- Bar members not in good standing from attending conferences.

Section II: Secretary General

It shall be the duties of the secretary general to

- Attend at least ninety percent of all team meetings.
- Set the agenda for team meetings.
- Make arrangements when they know that they will be absent from a team meeting.
- Plan all Model UN conferences hosted by the team.
- Hear and consider the advice and suggestions offered by the rest of the executive team
- Manage attendance records and club credit submissions.

Section III: Director General

It shall be the duties of the director general to

- Serve the team at the direction of the executive team.
- Set the agenda for team meetings.
- Train team members in the activity of Model UN at the direction of



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the executive team. It shall not be the duty of the Secretary General to train members for the purposes of hosting Model UN conferences unless they are delegated this duty by the co-presidents and faculty advisors every term.

- Supervise coaches in training team members.
- Attend at least ninety percent of all team meetings.

Section IV: Under Secretary General

It shall be the duties of the Under Secretary General to perform all of the duties outlined in Article IV, Section II.

- The Under Secretary General, must seek the council of the Secretary General, or any other senior executive member in order to enact policy.

Section V: Under Director General

It shall be the duties of the Under Director General to perform all of the duties outlined in Article IV, Section III.

- The Under Director General must seek the council of the Director General, or any other senior executive member in order to enact policy.

Section VI: Secretary

It shall be the duties of the secretary to

- Write and send letters or emails to parents, school faculty, and members.
- Fill out paperwork related to the team.
- Take attendance during meetings.



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Section VII: Treasurer

It shall be the duties of the treasurer to

- Keep an official record of the team's funds
- Notify others of the fund amount, especially when deciding which conferences to go to.
- Properly calculate expenditures related to any team expenditures, in relation to the budget
- Oversee the management of the team budget
- Oversee all fundraisers, as well as alumni and company fundraisers, or the accumulation of money by the team in any organized event.
- Advise the co-presidents on all withdrawals and deposits and manage invoices.

Section VIII: Technology Specialist

It shall be the duties of the Technology Specialist to:

- Update the electronic team attendance records.
- Update the electronic team credits records.
- Manage all other official team publications, including social media accounts, email accounts, and websites.

Section IX: All Executives

It shall be the duties of all executives to

- A) Maintain recordkeeping systems in the form of advanced spreadsheets and databases that include the following records:
 - Attendance.



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- Financial transactions.
- Participation in team activities.

B) Select conferences for the team to attend, using the following process:

- The senior executives shall propose a list of conferences with their estimated costs.
- The number of conferences to be attended during one term shall be discussed as well as the financial feasibility of every possible scenario.
- The senior executives and advisors are involved in deciding which conferences to attend, with consideration of advice and suggestions from other executive team members.

Article V: Meetings

Section I: Regular Team Meetings

Meetings shall be held once a week on Wednesdays unless a lack of business dictates that a meeting is unnecessary or at the discretion of the faculty advisors.

Section II: Additional Meetings

Faculty advisors may call additional meetings at the advice of the co-presidents or of their own accord to speak to executives or team members if it is deemed necessary.

If another meeting is needed, then Monday should be used.

In meetings where expected members exceed 35, Room 6N8 must be used.



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Article VI: Amendments

Section I: Faculty Advisor Approval

Amendments to these bylaws must have the approval of all faculty advisors.

Section II: Team Member Approval

Amendments to these bylaws must pass by a simple majority of votes among team members.

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