



COLEGIO AMERICANO DE TORREÓN MODEL UNITED NATIONS

The Constitution of CAT Model United Nations

Preamble

We, the members of Colegio Americano de Torreon Model United Nations, to fully realize our purpose and to reinvigorate Model United Nations as a worthy tradition at Colegio Americano de Torreon do hereby adopt and establish this Constitution as the guiding instrument of our organization.

Article I

Name and Purpose

The purpose of Colegio Americano de Torreon Model United Nations (CATMUN) shall be to involve interested students in debate about current international issues that affect the world community, encourage their ability to speak publicly and in an informed manner about various positions on these issues and to educate members about the organization and history of the United Nations.

Article II

Membership

Section 1. Membership in CATMUN shall be limited to persons officially connected with Colegio Americano de Torreon, faculty or students. Students enrolled in the fall semester under the above conditions who have completed the application process and who meet the academic and social requirements enumerated in this document.

Section 2. Membership in CATMUN shall not be limited to persons based on their race, color, religion, gender, or national origin.

Section 3. Active membership in CATMUN shall be conferred upon those members who, in addition to the above requirements, maintain a grade point average consistent with passing

in each and every class, maintain a high level of attendance at scheduled meetings and events, who have no disciplinary actions during scheduled events and meetings, and are actively involved in CATMUN fundraising activity.

Article III Organization

Section 1. The officers of CATMUN shall be appointed by advisors and acknowledged by active members. Advisors may opt to hold an election for officers, but this is solely the discretion of faculty advisors. Any student seeking to hold or holding office must maintain a cumulative grade point average consistent with requirements for graduation and remain in good standing in all their respective classes. To attempt to hold or sit for executive office requires one year of service as a member in good-standing of CATMUN.

Section 2. The elected officers of CATMUN shall consist of a Secretary-General, Assistant Secretary-General, Treasurer, Fundraising Chair, and Technology Coordinator.

Section 3. Officer Duties:

- A. At the discretion of the Advisors, the **Secretary-General** shall preside at CATMUN meetings and act as spokesperson for the organization, and have the authority to appoint all committee chairpersons if within the power of CATMUN and create new committees should the need for new committees arise.
- B. All **Executive Board** members shall attend ALL meetings, unless unable as a result of unavoidable conflict in schedule and pre-approved by the advisors, for the purpose of staying informed about current proceedings of the organization. The Assistant Secretary General shall preside at CATMUN meetings in the event of the Secretary-General's absence. Should the Secretary-General resign or be removed before the completion of the term of office, the Assistant Secretary-General shall serve for the remainder of the academic year.
- C. The **Assistant Secretary-General** shall be responsible for documenting all CATMUN business and correspondence as well as maintaining minutes for the meetings and up-to-date files for all members, which will include meeting attendance, fundraiser participation, conference performance, and adherence to deadlines

- D. The **Treasurer** in conjunction with the Advisors shall handle all financial transactions of CATMUN, including, but not limited to, the payment of fees associated with attending conferences, the purchase of materials necessary for maintaining meeting efficiency. The Treasurer shall record all transactions in a logbook and an electronic document.
- E. The **Fundraising Chair** shall be responsible for formulating plans to increase team revenue, and presenting these ideas, and those of others within the organization to members of CATMUN as well as the school's administrative staff. After fundraising plans have been debated and approved by members, the executive board, and the advisors, it shall be the responsibility of the Fundraising Chair to oversee their effective implementation and to work with the treasurer for the recording of all income and payment in regards to fundraising,
- F. **Technology Coordinator** shall maintain databases and social media information for the whole group announcing events to all electronic media controlled by CATMUN. The Technology Coordinator shall also be responsible for any necessary technology and its care during CATMUN functions.

Section F. The Faculty Advisors shall be nominated by the Principal of the High School and approved by the Academic Director. The Advisors must be selected from full-time faculty or administrative staff members in the high school and at least one of the advisors must be from the Social Studies department. The Advisors, along with Executive Board, shall serve as a liaison between CATMUN and CAT administration. The Advisors shall also aid in the transition between officers. The Advisors will be invited to and notified of all CATMUN meetings and local activities, though attendance is not mandatory. Advisors may call meetings by their own agency. Advisors are to supervise and be the primary chaperones on all over-night CATMUN activities.

Article IV

Meetings

Section 1. The first meeting of the fall semester shall be within three weeks after classes started and be called by the Advisors.

Section 2. Regular meetings shall be held at least twice per month during the school year at a time set by either the advisors and/or the executive board, and agreed upon by active members as a condition of membership. Additional meetings may be called at such as the Advisors and/or the Executive Board deem them necessary.

Section 3. The basic agenda at regular meetings shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Executive Board and/or Committee Reports, if any
- D. Old Business
- E. New Business
- F. Any Other business
- G. Training and/or Committee Meetings
- H. Announcements
- I. Adjournment

Section 4. Action on any business, old or new, requires either unanimous vote of Advisors and Executive council in attendance and/or a quorum of one-half (1/2) of the active members of the organization.

Article V

Removal from Office

Section 1. Any CATMUN officer who dereliction of duty or disciplinary infraction adversely affects the operations of the organization shall be subject to disciplinary action or removal from office by behest of the Advisors or by petition within the active membership.

Section 2. A petition for discipline or removal can be begun by a written request stating the reasons for dismissal and signed by at least one-tenth (1/10) of the active membership of the organization and be submitted to the Secretary-General or Assistant Secretary-General before the Call to Order at a regular meeting. If the Secretary-General is the subject of the petition, then it is to be presented to the Advisors. After the adjournment of that meeting, the Executive Board, minus the officer whose removal is being deliberated, shall vote upon

the validity of the request. A simple majority is required to accept or reject the request for dismissal.

- I. Upon the rejection of a request for dismissal of an officer, no subsequent requests, pertaining to the same officer will be accepted for two weeks.
- II. Upon the acceptance of a request for dismissal of an officer, a copy of the request must be submitted within two days to the Faculty Advisor.

Section 3. At least three days before the date of the next regular scheduled meeting, written notification of the request and reasons for dismissal must be given to the offending officer, who should come to the next meeting prepared to defend his or her dereliction of duty.

- I. The offending officer will be given at least ten minutes before the meeting to present his or her case before the Executive Board and Advisors.
- II. All Executive Board members must be present for the offending officer's hearing, and the Secretary shall be responsible for accurately and objectively recording the defense presented to the officers. If an executive board member is absent—that member will be subject to disciplinary action by the Advisors and the officer in question's hearing will be rescheduled as soon as possible.
- III. After said hearing, the Executive Board shall present to all members the written request for dismissal and a summary of the hearing. The offending officer will be given no more than five minutes to present his or her case to the active membership at large present at the meeting.

Section 4. A one-half (1/2) vote of the Executive Board, a one-half vote (1/2) of all present members, and the approval of the Advisors is required to remove the officer from office in case of petition.

Section 5. If any Executive Board member is placed on CAT "At-Risk List" for either disciplinary or grade infraction, the Advisors in conjunction with the School Principal will remove that board member and hold an election for the post. If the student is not removed from the CAT "At-Risk" list within one month, he or she will not be allowed to remain an active member in good stead.

Section 6. If any executive board member is found guilty of a major disciplinary infraction on the CAT campus or at ANY school function, the Advisors in conjunction with the school Principal can either place that member on month-long probation or remove that member entirely. Advisors must report such disciplinary actions to CAT administration as per Student, Teacher, and Parent handbooks and all decisions must be made in conjunction with CAT administration.

Article VI

Active and Inactive Membership

Section 1. An active membership requires a high-level of attendance and participation, if a member is unable to attend an event or meeting an excuse, or statement-of-reason, is required to forgive the absenteeism. If no such documentation is provided, four absences will be grounds for a member to be declared inactive by either the executive board or the Advisors. They are no longer considered as a member unless accepted by new application by Advisors, and no longer count towards total membership for establishing a quorum.

Section 2. If any active member is placed on CAT "At-Risk" list for either disciplinary or grade infraction, the Advisors in conjunction with the school Principal will place said student on probation. If the student is not removed from the CAT "At-Risk" list within one month, he or she will not be allowed to remain an active member in good stead and will be deemed inactive. The student may reapply for active Status the next semester if grades improve.

Section 3. If any active member is found guilty of a major disciplinary infraction on CAT campus or at ANY school function, the Advisors in conjunction with the school Principal can place that member on month-long probation, remove that member entirely, or ban said member from membership in CATMUN for their remaining tenure at CAT. Advisors must report such disciplinary actions to CAT administration as per Student, Teacher, and Parent handbooks and all decisions must be made in conjunction with CAT administration. All rules that apply on campus apply at CATMUN sponsored events as well as events where CATMUN is representing CAT in competition.

Article VII

Section 1. The Constitution is binding to all members of CATMUN but is not binding unto itself and it can be amended as the need arises.

Section 2. Amendments to the Constitution may be submitted in writing by any active member of CATMUN before any special meeting called for that purpose by the Executive Board and approved by the Advisors.

- I. Proposed amendments must be accepted by a simple majority of attending Executive Board and approved by Advisors.
- II. If Advisors and/or Executive Board veto proposed amendment, that amendment cannot be brought to Vote again until the following semester.
- III. Following the approval of an amendment, all active members will be notified of its submission and asked to attend the next regularly scheduled meeting.

Section 3. A proposed amendment shall be presented at the first meeting after its submission at which two-thirds (2/3) of the active members are present.

Section 4. A proposed amendment will become effective after receiving a three-fourths (3/4) majority vote at a meeting in which two-thirds (2/3) of the active membership is present. Such a vote cannot take place under at least five days after the original presentation of the proposed amendment.

Section 5. All amendments and articles herein are subject to CAT school policy and cannot conflict with student, parent, and teacher handbooks at CAT.