

The Constitution of the International Affairs Association

Updated as of May 31, 2016

Article I: Name

The name of this organization shall be the International Affairs Association of the University of Pennsylvania.

Article II: Purpose

The purposes of this organization shall be to:

1. Stimulate interest in international affairs among the students and community of the University of Pennsylvania, especially among the members of the Association,
2. Promote the understanding of the important international issues of the day,
3. Advance the prestige of the University in international affairs.
4. Plan and run an effective Model United Nations program through:
 - a. The execution of the University of Pennsylvania Model United Nations Conference (UPMUNC) for college and university students,
 - b. The execution of the Ivy League Model United Nations Conference (ILMUNC) for high school students,
 - c. The formation and training of Intercollegiate Model United Nations teams;
5. Foster a collective interest in international affairs and Model United Nations amongst membership of the organization.

Article III: Structure

1. The major components of the International Affairs Association are the "branches"
2. A branch shall be defined as a sub-group of the International Affairs Association that:
 - a. Provides services to all members of the body OR
 - b. Generates a significant portion of total operating revenues of the body
3. A new group can be added as a branch via amendment to the Constitution, based on the above criteria;
4. Only officers elected by vote of the General Body shall be eligible to act as voting members of the Executive Board;
5. Subgroups of the IAA that do not meet the threshold specified for branches shall be designated "Initiatives"
 - a. Permanent Initiatives:
 - i. Must be carried out each year;
 - ii. May only be added or removed by constitutional amendment;
 - iii. Must have a Director appointed via an application process and selected by the Executive Board;
 - iv. Are assigned a Board liaison as determined by the Executive Board;
 - b. Temporary Initiatives:
 - i. May be carried out by the President or Vice President at any time;
 - ii. Any requests for funding must be approved by the Executive Board;
6. Permanent Initiatives

- a. ILMUNC China
 - i. The Secretary-General of ILMUNC China shall:
 - 1. Plan, organize and see to the effective running of a Model United Nations Conference in China;
 - 2. Appoint his own Under and Upper-Secretaries-General, guided by the advice and approval of the Executive Board;
 - 3. Seek approval from the Executive Board for the addition of new members to the Secretariat and immediately inform the Executive Board of any cases of Secretariat attrition;
 - 4. Present a budget and financial records to the Executive Board for approval;
 - 5. Seek approval from the Executive Board for expenditures larger than \$500;
 - 6. Seek approval from the Executive Board for all contracts made on behalf of the conference or the Association while the contract is cancelable without penalty;
 - 7. Attend board meetings as an observer when issues pertinent to the conference are discussed.
- b. ILMUNC India
 - i. The Secretary-General of ILMUNC India shall:
 - 1. Plan, organize and see to the effective running of a Model United Nations Conference in India;
 - 2. Appoint his own Under and Upper-Secretaries-General, guided by the advice and approval of the Executive Board;
 - 3. Seek approval from the Executive Board for the addition of new members to the Secretariat and immediately inform the Executive Board of any cases of Secretariat attrition;
 - 4. Present a budget and financial records to the Executive Board for approval;
 - 5. Seek approval from the Executive Board for expenditures larger than \$500;
 - 6. Seek approval from the Executive Board for all contracts made on behalf of the conference or the Association while the contract is cancelable without penalty;
 - 7. Attend board meetings as an observer when issues pertinent to the conference are discussed.
- c. The Consul
 - i. The Editor-in-Chief of the Consul shall:
 - 1. Oversee the creation, editing, design, and publication of an international relations journal to be distributed publicly for the furthering of the discussion of international affairs;
 - 2. Appoint his own staff, guided by the advice and approval of the Executive Board;
 - 3. Seek approval from the Executive Board for the addition of new members to the Secretariat and immediately inform the Executive Board of any cases of Secretariat attrition;
 - 4. Present a budget and financial records to the Executive Board for approval;

5. Seek approval from the Executive Board for expenditures larger than \$500;
6. Seek approval from the Executive Board for all contracts made on behalf of The Consul or the Association while the contract is cancelable without penalty;
7. Attend board meetings as an observer when issues pertinent to the Consul are discussed.

Article IV: Membership

1. Eligibility for membership shall be extended to any enrolled student or faculty member at the University of Pennsylvania;
2. Faculty members and students other than undergraduates shall be eligible for membership in the Association, but not permitted to hold elected office;
3. A member is considered "Active" if he or she has sufficiently attended UPMUNC and ILMUNC as a staff or secretariat member since joining the club.
 - a. Sufficient attendance shall be defined as the following:
 - i. Senior staff members (Chairs, Moderators, and Crisis Directors): 6 sessions, opening ceremonies, and closing ceremonies
 - ii. Staff members (Vice and Assistant Chairs, Deputy Crisis Directors and Crisis Analysts): 4 sessions
 - b. Requests for partial absences shall be submitted to the Secretary-General of the relevant conference at least ten days prior to the start of conference. He or she has the discretion to give, but not deny, excuse for the requested absences. Excusable absences include extenuating circumstances, such as family emergencies or unavoidable academic or extracurricular conflicts, as determined by the Executive Board. Cases of denial will be brought to the Executive Board, who may give or deny excuse. A denied excuse and subsequent absence will result in suspension of Active Member status.
 - c. Requests for full absences will be brought to the Executive Board at least ten days prior to the start of conference, who may give or deny excuse. A denied excuse and subsequent absence will result in suspension of Active Member status.
 - d. Absences, full or partial, without excuse or with notice given less than ten days before conference will be reviewed retroactively by the Executive Board, who may choose to suspend Active Member status.
 - e. If reason for an unexcused absence is not submitted to the Secretary-General by the Wednesday immediately following the conference, the Executive Board will suspend Active Member Status and the individual's case will not be revisited.
 - f. Active Member status may be reinstated upon achieving sufficient attendance at either ILMUNC or UPMUNC, regardless of which one was originally missed
 - g. Any excused partial absences must be recouped by attending COE school visits (worth 1 committee session absence) or by being a facilitator for all of PIRC (worth 2 committee session absences).
 - h. Students who wish to become an Active Member after both ILMUNC and UPMUNC have concluded and have not held Active Member status at any point during the same academic year nor have had unexcused absences staffing UPMUNC or ILMUNC in the previous calendar year that have precluded the student from

- gaining Active Member status may become an Active Member by attending 4 committee sessions worth of COE school visits and/or PIRC facilitating.
- i. If a student wishes to become an Active Member after both ILMUNC and UPMUNC have concluded and has not held Active Member status at any point during the same academic year but there are not enough opportunities left in the academic calendar for them to reach the requisite number of committee sessions necessary, then the Executive Board may vote on their status.
 - j. Students studying abroad are exempt from staffing requirements for the duration of their program if the student achieved active member status in the previous semester
4. The exclusive privileges of Active members include:
 - a. The ability to attend Intercollegiate competition,
 - b. The ability to attend exclusive club Special Events,
 - c. The ability to attend exclusive club Academic Affairs events,
 - d. The ability to participate in COE school visits and PIRC,
 - e. The ability to attend international conferences, including but not limited to ILMUNC China and ILMUNC India,
 - f. The right to avail themselves of any benefit or event offered by the IAA to its members of which there is limited quantity,
 - g. The right to vote in elections, as set forth in Article VIII.
 5. A member is considered Inactive if they are on the Association's listserv but are not meeting the above definitions of an Active member;

Article V: Officers and Appointees

1. The Voting Officers of this Association shall consist of the President, Vice President, Secretary, Intercollegiate Director, Special Events Director, Secretary-General of the University of Pennsylvania Model United Nations Conference (UPMUNC), Secretary-General of the Ivy League Model United Nations Conference (ILMUNC), Academic Affairs Director, Community Outreach and Engagement Director and along with the non-voting Officers will constitute the Executive Board.
2. The UPMUNC Director-General and ILMUNC Director-General shall be considered non-voting Officers of the Executive Board, and shall participate in all Executive Board Meetings;
3. The Executive Board shall supervise all activities of the Association;
4. All Officers of the Executive Board must be Active members, serve for a term of one year and express the intent of remaining at the University for the full duration of their terms;
 - a. The positions of President and Vice President will be subject to a vote of confidence at the conclusion of the first semester.
 - b. No later than the third-to-last GBM of the Fall semester, the General Body will vote as to whether or not to hold elections for the President or the Vice President positions for the Spring Semesters
 - c. Two thirds of active members must vote “No Confidence” on the President or Vice President for a new election to be triggered for that position. If the motion does not pass, the President and Vice President will continue on in their respective roles. If the motion passes, nominations for the impacted position(s) will take place at the same GBM and elections will be held next week. In the interim the rest of the

executive board will assume the responsibilities of the President and Vice President until a new one has been elected.

- d. Voting and elections for the President and Vice President will be held in the format defined by the Constitution.
5. In the event that an Executive Board vote results in a tie, an extenuating deciding vote shall be cast by taking the majority vote of the two non-voting Board members;
6. Should a member of the Association who already holds a Deputy or Undersecretary-General position on one secretariat be selected to hold another Deputy or USG position on another secretariat, the Executive Board member representing the first secretariat must grant permission for the member to hold multiple Deputy or USG positions;
7. Each Officer may hold only one Executive Board position at any given time, and may not hold any other Secretariat position in the Association, provided that newly elected or appointed Executive Board positions may remain in another Secretariat position for a maximum of thirty (30) days after appointment or election unless granted permission by the Executive Board to remain further;
8. Should any Executive Board member cease to be an Active Member of the Association as defined above, neglect his or her duties as an officer, or act against the best interests of the Association, a two-thirds vote of the Executive Board or a General Body member petition outlining the Officer's indiscretions with supporting signatures of one-fifth of the Active Members of the Association, may carry out the impeachment process. Removal of an Executive Board officer then requires a two-thirds vote of the General Body;
9. If, during the regular term, any of the offices becomes vacant, elections shall be held within two general Association meetings to fill the post or posts for the remainder of the term;
10. Outgoing Board members may act as an observer to the Executive Board for up to four (4) Executive Board meetings following the election of their successors.

Article VI: Duties of Officers

1. It shall be the duty of the President to:
 - a. Preside over all general body meetings and serve as Chairman of the Executive Board;
 - b. Supervise and direct the work of the Association;
 - c. Ensure that all of the functions set forth in this Constitution are achieved;
 - d. Serve as the liaison to the Association's alumni;
 - e. Speak for the Association before the campus and community;
 - f. Maintain the finances of the club in conjunction with the Vice President;
 - g. Seek approval from the Executive Board for expenditures larger than \$500;
 - h. Seek approval from the Executive Board for all contracts made on behalf of the Association while the contract is cancelable without penalty.
2. It shall be the duty of the Vice President to:
 - a. Aid and assist the President;
 - b. In the temporary absence of the President, preside over all general body meetings and serve as Chairman of the Executive Board;
 - c. Make all disbursements approved by the Executive Board;
 - d. Audit the financial status of all functions of the club;
 - e. Review and approve all non-Executive Board member financial transactions;
 - f. Serve as the Student Activities Council (SAC) representative for the Association;

- g. Present the financial records and a summary of current activities of the Association at periodic Executive Board meetings;
 - h. Seek approval from the Executive Board for expenditures larger than \$500;
 - i. Seek approval from the Executive Board for all contracts made on behalf of the Association while the contract is cancelable without penalty.
- 3. It shall be the duty of the Secretary to:
 - a. Keep the minutes of each general body and Executive Board meetings;
 - b. Oversee all Association correspondence including informing all members of general body meetings;
 - c. Oversee the Association's website;
 - d. Edit, publish and distribute the publications of the Association, including the Consul and the Ambassador;
 - e. Maintain the Association's library, historical records, and list of active membership;
 - f. Appoint his own Under and Upper Publications Secretariat members, guided by the advice and approval of the Executive Board;
 - g. Seek approval from the Executive Board for the addition of new members to the Secretariat and immediately inform the Executive Board of any cases of Secretariat attrition;
 - h. Present the financial records and a summary of current activities of the Secretariat at periodic Executive Board meetings;
 - i. Seek approval from the Executive Board for expenditures larger than \$500;
 - j. Seek approval from the Executive Board for all contracts made on behalf of the conference or the Association while the contract is cancelable without penalty.
- 4. It shall be the duty of the Intercollegiate Director to:
 - a. Facilitate participation in Intercollegiate Model United Nations activities;
 - b. Prepare members of the Association for participation in intercollegiate activities;
 - c. Develop and maintain a comprehensive Model United Nations training program for all Active Members attending Intercollegiate competitions;
 - d. Present conference staff lists to the Executive Board for advice and approval;
 - e. Appoint his own Under and Upper Board members, guided by the advice and approval of the Executive Board;
 - f. Seek approval from the Executive Board for the addition of new members to the Secretariat and immediately inform the Executive Board of any cases of Secretariat attrition;
 - g. Present the financial records and a summary of current activities of the Intercol Board at periodic Executive Board meetings;
 - h. Seek approval from the Executive Board for expenditures larger than \$500;
 - i. Seek approval from the Executive Board for all contracts made on behalf of the Association while the contract is cancelable without penalty.
- 5. It shall be the duty of the Special Events Director to:
 - a. Plan all special events and social activities for the Association;
 - b. Appoint his own Under and Upper Secretariat Members, guided by the advice and approval of the Executive Board;
 - c. Seek approval from the Executive Board for the addition of new members to the Secretariat and immediately inform the Executive Board of any cases of Secretariat attrition;
 - d. Present the financial records and a summary of current activities of the Secretariat at periodic Executive Board meeting;

- e. Seek approval from the Executive Board for expenditures larger than \$500;
 - f. Seek approval from the Executive Board for all contracts made on behalf of the Association while the contract is cancelable without penalty.
6. It shall be the duty of the Secretary-General of the University of Pennsylvania Model United Nations Conference (UPMUNC) and the Secretary-General of the Ivy League Model United Nations Conference (ILMUNC) to:
 - a. Plan, organize and see to the effective running of a Model United Nations Conference;
 - b. Appoint his own Under and Upper-Secretaries-General, guided by the advice and approval of the Executive Board;
 - c. Seek approval from the Executive Board for the addition of new members to the Secretariat and immediately inform the Executive Board of any cases of Secretariat attrition;
 - d. Present the financial records and a summary of current activities of the conference at periodic Executive Board meetings along with the Director-General;
 - e. Seek approval from the Executive Board for expenditures larger than \$500;
 - f. Seek approval from the Executive Board for all contracts made on behalf of the conference or the Association while the contract is cancelable without penalty.
7. It shall be the duty of the Academic Affairs Director to:
 - a. Lead the Academic Affairs Secretariat to plan and execute academic and community service events, including, but not limited to, speaker events, group discussions, and movie screenings relevant to international affairs;
 - b. Cater events to both members of the Association as well as the general community of the University;
 - c. Appoint his own Under and Upper Secretariat Members, guided by the advice and approval of the Executive Board;
 - d. Seek approval from the Executive Board for the addition of new members to the Secretariat and immediately inform the Executive Board of any cases of Secretariat attrition;
 - e. Present the financial records and a summary of current activities of the Secretariat at periodic Executive Board meeting;
 - f. Seek approval from the Executive Board for expenditures larger than \$500;
 - g. Seek approval from the Executive Board for all contracts made on behalf of the Association while the contract is cancelable without penalty.
8. It shall be the duty of the Community Outreach and Engagement Director to:
 - a. Plan and execute an educational program for high school students on topic related to international affairs during the academic year;
 - b. Plan and execute the Penn International Relations Conference.
 - c. Network with faculty from local and regional high schools in order to register their students for the program;
 - d. Arrange visits to Philadelphia-area high schools to run workshops relevant to the theme of that year's conference;
 - e. Provide and facilitate opportunities for the Association members to attend these visits to interact with Philadelphia high school students.;
 - f. Appoint his own Under and Upper Secretariat Members, guided by the advice and approval of the Executive Board;

- g. Seek approval from the Executive Board for the addition of new members to the Secretariat and immediately inform the Executive Board of any cases of Secretariat attrition;
- h. Present the financial records and a summary of current activities of the Secretariat at periodic Executive Board meeting;
- i. Seek approval from the Executive Board for expenditures larger than \$500;
- j. Seek approval from the Executive Board for all contracts made on behalf of the Association while the contract is cancelable without penalty.
- k. Sit as a voting member of the Executive Board.

Article VII: Meetings

1. General body meetings shall be held weekly during the academic year and may be called at the discretion of the President and/or the Executive Board;
2. All Secretariats, Boards, Subsidiary Groups, and the Executive Board meetings shall also be held weekly during the academic year at a regular time. Executive Board meetings may be called at the majority vote of the Executive Board;

Article VIII: Elections

1. The week before elections for an Executive Board position, a meet and greet will be held with all candidates for that position;
 - a. The meet and greet will be held in the week before the election.
 - b. The President will moderate the meet and greet unless running in the current election cycle.
 - i. If the President is running in the current election cycle, the meet and greet will be moderated by the next Executive Board member in line;
 - ii. The order shall be defined based on the order of elections as defined in Article VIII Clause 7;
2. The day of elections procedure is as follows;
 - a. The President will moderate the election unless running in the current election cycle;
 - i. If the President is running in the current election cycle, the election will be moderated by the next Executive Board member in line;
 - ii. The order shall be defined based on the order of elections as defined in Article VIII Clause 7;
 - b. Each candidate will give a two and a half minute speech to the General Body. The order of speaking will be determined by random draw;
 - c. After all of the candidates have given their speeches, the moderator will open the floor to questions from the General Body for 15 minutes;
 - i. If a candidate is running unopposed, the moderator may waive or reduce the question period;
 - ii. The moderator will give a period of five minutes during which any present member of the General Body may write down one question on the index card they have been provided;
 - iii. The moderator will collect all questions and draw from them in random order;

- iv. Questions must be addressed towards both candidates and if a question is specifically addressed to one candidate, that question shall be omitted, not read aloud, and released with all other questions in the recap email after that General Body Meeting;
 - v. Candidates' responses may not exceed 45 seconds for each question;
 - vi. The 15 minutes shall only elapse during the time the candidates are speaking;
 - vii. After reading the question aloud, the moderator may at his discretion deem the question inappropriate;
 - viii. The final question shall be asked by the outgoing board member in the given position. If the outgoing board member is running in the current election, the final question shall be asked by the moderator.
3. Nominations for the Secretaries-General of the University of Pennsylvania Model United Nations Conference and the Ivy League Model United Nations Conference shall be held at a general body meeting the week following the appropriate conference. Current Executive Board members may not nominate candidates for Secretary-General;
4. Elections for Secretary-General shall be held at the general body meeting following nominations as per the Elections Protocol. Votes shall be counted by the current Executive Board, except for any Board members contending in the current election. The outgoing Secretary-General may act as an observer to the Executive Board for up to four (4) Executive Board meetings following the election of his successor;
5. Nominations for the Community Outreach and Engagement Director shall be held at the general body meeting the week following the Penn International Relations Conference. Current Executive Board members may not nominate candidates for Community Outreach and Engagement Director;
6. Elections for the Community Outreach and Engagement Director shall be held at the general body meeting following nominations as per the Elections Protocol. Votes shall be counted by the current Executive Board, except for any Board members contending in the current election. The outgoing Community Outreach and Engagement Director may act as an observer to the Executive Board for up to four (4) Executive Board meetings following the election of his successor;
7. Nominations for Executive Board positions other than Secretaries-General shall be held at a general body meeting during the last month of the spring academic calendar and elections shall be held over the following two weeks. Current Executive Board members may not nominate candidates for Executive Board positions;
8. All active club members are eligible to run for all positions unless otherwise specified in this Constitution;
9. Eligible voters shall be Active Members as defined in Article III;
10. Executive Board members elected in this election cycle will assume their responsibilities following the conclusion of the academic year;
11. The elections for each position on the Executive Board (not including Secretaries-General) shall be held within two weeks of nominations as per the Elections Protocol. Elections shall be held consecutively as follows: President, Vice President, Secretary, Intercollegiate Director, and Special Events Director, Academic Affairs Director. Votes shall be counted by the current Executive Board, except for any Board members contending in the current election. Outgoing Board members may act as an observer to the Executive Board for up to four (4) Executive Board meetings following the election of their successors;

12. Prior to an election, all forms of mass campaigning are strictly prohibited, both by candidates and on the behalf of candidates. This is including, but not limited to, mass texts, emails, Facebook message, twitter feeds, and any other type of social media;
13. Candidates may elect to run in a subsequent election if they lose an election;
14. Winning candidates must have secured a simple majority of the present Active members, including the completion of a run-off vote if necessary;
 - a. In the event there is a tie between candidates, the Executive Board shall vote between the final two candidates to break the tie.
15. In order to cast a ballot in one of the aforementioned elections of the Association, a member must be present at the beginning of said election;
 - a. Should a member may leave the room for any reason at any point during the election, that member will lose their ballot for that election;
 - b. Should a member arrive late to an election, that member may observe the election but may not cast a ballot. However, should multiple elections be held at a single meeting, a member arriving late is allowed to vote in the subsequent election(s);

Article IX: Amendments

1. Introduction of amendments shall be accomplished using one of three methods
 - a. The board may propose amendments with support of two-thirds of voting board members
 - b. Active members may propose amendments with signatures from one-fourth of Active Members as defined by Article III
 - c. Active members may propose amendments by submitting them to the President or Vice President, who must present the proposal to the Executive Board for a vote within two (2) board meetings of the submission.
2. Passage of amendments to this Constitution requires support from:
 - a. Two-thirds of active members present at any general body meeting with due notice of said amendment having been given through the listserv and at a previous general body meeting AND
 - b. Two thirds of voting Executive Board members
3. Rules of Debate
 - a. A minimum comment period on each amendment must be given with at least two speakers for and two speakers against, only to be waived if there are no speakers against
 - b. Debate should alternate between speakers for and against until a simple majority of those present votes to close debate on the amendment
 - c. An amendment may also be tabled by a simple majority vote of those present
4. No amendment shall be made that shall reduce, increase, or otherwise modify the term of a sitting Executive Board member. All such amendments may only take effect beginning with the subsequent election or selection.

Article X: Sexual Misconduct Prevention

In order to prevent sexual harassment, sexual violence, and sexism within the IAA in accordance with university standards:

1. The International Affairs Association is committed to providing an environment free from sexual harassment. Therefore, sexual harassment or violence of any type is unacceptable and will not be tolerated. Students who experience any form of sexual violence, relationship violence, sexual harassment or stalking are encouraged to connect with the appropriate university resources to seek support or to make a report. The IAA takes seriously the issue of sexual harassment, sexual violence and sexism, and expects its members to uphold these same values;
2. The responsibility of branch heads (members of the Executive Board, including Directors-Generals) in relation to such issues are listed out below:
 - a. All branch heads must participate in the sexual harassment and sexual violence recognition training workshop, “Who Are You?: Being an Active Bystander”, organized by the Penn Violence Prevention program, at the earliest date available after assuming their respective positions
 - b. The President and Vice-President must also attend the Student Anti-Violence Advocate Training (SAVA) at the earliest available date after assuming their positions
 - c. All branch heads must brief all members of their branches in at least one meeting per semester about the sexual harassment/ violence reporting resources available to victims at the university, to be overseen and verified by the President;
3. The following protocol shall be established as a guideline for the Executive Board in the event that an incident of sexual harassment or violence is brought to their attention:
 - a. The member of the Executive Board who is approached about an issue of sexual harassment or sexual violence must inform the victim of the various University resources and reporting options that are available to them
 - b. In the event that the victim is requesting that action be taken against the other party:
 - i. Neither the Executive Board, nor any individual or group of individuals on the Board have the authority to arbitrate cases of this nature
 - ii. The Executive Board, with permission of the student, will instead refer the matter to Student Intervention Services in VPUL.
 - iii. The Executive Board will consult the recommendations of Student Intervention Services while determining what role they will play in responding to the students requests.
 - c. If an Executive Board member is approached with complaints of sexism or discrimination within the group, they should consult with the Office of Student Affairs or the Penn Women’s Center.
 - d. The Executive Board members must at all times respect the privacy and wishes of the victim when determining whether or not to report the issue to a University office