EdMUN Constitution

Edinburgh Model United Nations

Section I - Names and aims of the Society

1. The name of the Society shall be the University of Edinburgh Model United Nations Society, or EdMUN.
2. The aims of EdMUN are:
    a. to promote involvement in, and develop values of global citizenship in the University community in particular and the local community in general;
    b. to further education on global issues, and the work of the United Nations.
3. The aims of EdMUN shall be achieved through:
    a. actively promoting awareness of global issues through the simulation of organs of the United Nations and related international organisations;
    b. preparing, selecting and training University of Edinburgh teams for participation in Model United Nations conferences outwith the University;
    c. promoting an awareness of the aims and work of the United Nations, and a responsibility towards the international issues of the day within the student body, and to provide an adequate forum for the discussion of said issues by:
        i. co-operating with other societies to organize joint events;
        ii. organising social events within an MUN context.
4. The benefits of EdMUN shall be:
    a. to give students of the University of Edinburgh the opportunity to further their knowledge of international affairs;
    b. to give students of the University of Edinburgh the opportunity to debate international issues;
    c. the provision of a conference for students from the University of Edinburgh and abroad to debate international issues in the Model United Nations style;
    d. the chance to participate in MUN conferences both nationally and internationally.
5. The society shall be affiliated with the United Nations Association-United Kingdom, (‘UNA-UK’), in working together to forward education on the United Nations in the UK through aid to MUN conferences.
6. The society shall abide by any applicable laws, by-laws and guidelines of the Edinburgh University Students’ Association in relation to recognised societies.

Section II - Membership and General Meetings

1. Membership shall be open to all matriculated students of the University of Edinburgh.
2. Membership shall be subject to an annual subscription fee, to be decided by the Executive Committee at its first meeting.
3. All members who are not matriculated students of the University of Edinburgh shall pay the equivalent of the annual subscription fee paid by students.
4. Full membership lists should be filed with the Activities Office at least once per semester to ensure membership databases are up to date.
5. If any dispute of membership should arise, the list registered through the Students' Association database will be used as the official list.
6. There shall be an Annual General Meeting ('AGM') of members, to be held between Week 7 and the last week of the second semester. The aims of an AGM shall be to:
    a. elect, appoint or if necessary, remove the members of the Committee;
    b. approve the record and accounts of the outgoing Committee's administration;
    c. discuss and vote on constitutional amendments;
    d. discuss and vote on any other motions.
7. The Committee may at any time, by a simple majority, call an Extraordinary General Meeting.
8. Any member of the Society may call a General Meeting ('GM') if they have the explicit written support, by petition, of at least one third of the membership.
9. AGMs and GMs shall follow standard parliamentary procedure and shall be chaired by the President of the Committee. Any member of the Society, regardless of their home institution, is eligible to run for any position on the Committee, with the exception of the Executive Committee positions.
10. All members must receive at least fourteen term days written or electronic notification of the AGM and of any other GMs.
11. Any motions or constitutional amendments to be discussed at a General Meeting must be presented to the Committee not less than seven days before the General Meeting.
12. All members must receive at least five days written or electronic notification of any constitutional amendments or resolutions to be voted on at any GM.
13. A General Meeting shall be constituted when a tenth of the membership is present.
14. Constitutional amendments shall be passed on a two thirds majority of legitimate votes cast.
15. Other motions shall be passed by simple majority.
16. Members voting at an AGM must have become fully paid members more than two weeks before the date of the AGM. Those who become members two weeks before the AGM or sooner, will be members for the following academic year and will be able to vote in the AGM the following year.
17. An Extraordinary General Meeting ('EGM') can be called throughout the year to discuss and vote upon pressing matters, which cannot wait until the next AGM, such meetings will follow all the procedures outlined in this document for General Meetings.
18. Proxy voting will not be allowed at any General Meeting, however members may vote in absence by emailing their vote to a returning officer beforehand, to be decided by the outgoing committee.
19. The Committee may impose sanctions for misconduct on members, based on verifiable evidence collected, taking into account the seriousness of the misconduct with reference to the membership responsibilities and standard code of conduct, any previous warnings, and any mitigating circumstances. When appropriate the following sanctions may be

applied:

a. Informal Warning;
b. First Written Warnings will be issued for a minor offense or complaint;
c. Final Written Warnings will be issued for: a further offense or complaint or if the conduct of the member failed to improve following a previous warning, or if the actions are serious enough to warrant a Final Written Warning.

20. Removal from membership will occur if there is a further serious event of misconduct, or if the conduct of the member failed to improve following a previous written warning, or if the member committed an act of gross misconduct.
21. Edinburgh University Students' Association ('the Students' Association') Societies Team will be notified upon removal of a member and provided with a copy of the evidence pertaining to the sanctions process and removal. All persons removed from membership may appeal to the Societies Team against such removal.
22. EdMUN understands that verifiable evidence will not always be available in cases of harassment except in the form of written statements from committee members and/or society members or attendees at society-organised events. As such, signed statements from members of the Committee and/or society members will be treated as verifiable evidence if required. EdMUN reserves the right to redact personal information wherever it may threaten the safety or general well-being of any of its members.

Section III - Election procedure

1. The following election procedure shall be the same for GMs, AGMs, and EGMs.
2. Positions on the Committee may only be appointed through voting at a GM or AGM.
3. Only members that are fully matriculated students of the University of Edinburgh shall be entitled to stand for the positions of President, Secretary, and Treasurer.
4. Elections shall be by preferential voting system by secret ballot.
5. The procedure shall be as follows:
    a. Any member wishing to stand for election to the Committee must submit their candidacy to the Society 24 hours before the opening of the GM;
    b. Notwithstanding this, the Committee may by majority vote add a nomination until the opening of the GM, in the interest of having more candidates standing;
    c. Any candidate standing for multiple positions will submit to the Society prior to the commencement of the meeting a list of the positions they are standing for in the order of their preference;
    d. This information will be kept secret by an appointed returning officer for the duration of the election. Candidates are free to refer to individual preferences in their speeches;
    e. For each position, candidates will be called to give a speech of no more than two minutes on their candidacy, with one minute to accept questions;
    f. Every voter shall rank the candidates standing for a position in order of their preference, from one to the total number of candidates standing;
    g. Vote counting will proceed in rounds and in any given round, the candidate with the lowest number of first preference votes shall be eliminated, and this candidate's second preference votes distributed among other candidates in order of the individual voters' preferences;
    h. Elimination of first preference candidates will continue until one candidate has achieved a majority of votes, at which point the candidate with a majority of votes will be declared the winner;
    i. If any winning candidate is eliminated from an election because they have won another election to a preferred office, as stated on their nomination papers, the runner-up will take their place as the winner of the election, and so forth until a winner is determined;
    j. Should the runner-up also be eliminated through winning a preferred election, as stated in their nomination papers, the third place candidate will take their place; and so on until the list of candidates is exhausted;
    k. Should all candidates in an election be disqualified, either through winning a preferred election, as stated in their nomination papers, or any other reason, the incoming Committee may fill the vacancy with a two thirds majority vote of the Committee;
    l. If, in a given non-final round, two or more candidates are tied for the fewest votes, the eliminated candidates shall be decided as follows:
        i. The first choice preferences of voters will be checked, and the candidate with the lowest number will be eliminated;
        ii. In the event that there is also a tie in the first choice votes, the same process will be repeated with second choice votes;
        iii. This process will continue until the tie is broken;
        iv. If a tie takes place in a final round (only two candidates remaining), a runoff election will take place at an EGM to be held at the earliest

opportunity.

6. To count votes and ensure impartiality at elections, the President shall appoint one or more Returning Officers being or having been members of EdMUN but who shall not be standing to be elected. A Returning Officer shall be presented at the start of the GM and approved in their office if supported by a simple majority; if not, the President shall appoint (an)other Officer(s) to present for approval.
7. Any office added to the Committee by amendment shall be appointed by the Committee with a two thirds majority vote in the first year of its existence, in order to give prospective candidates time to familiarise themselves with the office's duties.
8. Should a serving member of the Committee resign, a replacement may be voted in at an EGM.
9. Any newly elected members of the Committee will be communicated to the Students' Association Societies Team after the election has taken place.

Section IV - Committee

1. The business of the Society shall be managed by a committee ('the Committee') which must minimally consist of a President, Secretary, and Treasurer ('the Executive Committee').
2. The Committee shall consist of:
    a. one President;
    b. one Secretary;
    c. one Treasurer;
    d. one External Conferences Officer;
    e. one Social Secretary;
    f. one Publicity Officer;
    g. one TeachMUN Officer;
    h. one Training Officer;
    i. one IT Officer.
3. The Committee shall be in session when the President, Secretary, and Treasurer, together with one other Committee member are in attendance.
4. The Committee shall meet once a week during term time to discuss and decide upon:
    a. workshops and debates;
    b. cooperation with other societies or university departments;
    c. proposed society activities;
    d. the Society's attendance at exterior conferences;
    e. the organisation of any other event in keeping with the above aims of the Society;
    f. the Society's accounts and finances;
    g. membership issues;
    h. any other relevant issues.
5. The President shall:
    a. be ultimately responsible for the conduct of the Society;
    b. preside over meetings of the Committee;
    c. have the final say over team membership and roles;
    d. delegate tasks to other members of the Committee;
    e. have the final say over workshop topics and roles;
    f. delegate the presidency of the Committee or of a GM to any other member of the Committee;
    g. be responsible for ensuring that the Society has submitted their annual report, risk assessment, and re-registration forms to the Activities Office.
6. The Secretary shall:
    a. keep a good record of the minutes of the meetings of the Society at GMs or committee meetings;
    b. serve as the first point of contact for the Society and deal with the general correspondence of the Society;
    c. be responsible for room bookings, weekly meetings, and the general administration of the Society's affairs.
7. The Treasurer shall:
    a. manage and approve all financial matters and transactions of the Society, including managing the Society's bank accounts;
    b. be accountable to the committee and members for the finances of the Society;
    c. keep and prepare accounts of the Society and provide a detailed advisory budget to be presented at the AGM;

    d. ensure the annual financial report is complete and submitted along with the Society's annual report;
    e. be in charge of keeping clear records of the Society's accounts;
    f. charge yearly subscriptions;
    g. advise the Society on any financial matters.
8. The External Conference Officer shall:
    a. evaluate different external conferences for the Society to attend, deciding upon the ones that offer best value to the membership;
    b. decide upon which conferences should be attended, upon conferring with the Committee, and be responsible for the registration of EdMUN delegations;
    c. be responsible for booking transportation, accommodation, and appointing Head Delegate(s);
    d. liaise with the Head Delegate(s) on urgent matters during the conference;
    e. create a provisional budget for the total amount of subsidies for external conferences throughout the academic year, to be approved at the first meeting of the academic year, subject to alteration by decision of the Committee;
    f. make all delegates aware of safeguarding procedures prior to delegates' departure for a conference, and serve as a secondary emergency contact during conferences;
    g. prepare and perform risk assessments for delegations attending external conferences.
9. The Publicity Officer shall:
    a. be responsible for advertising and promoting the Society and its events, both on and outwith the University of Edinburgh campus, and including at external conferences;
    b. design and print any promotional materials used to publicise the Society;
    c. liaise with the Secretary and the rest of the Committee to organise Freshers' Week publicity.
10. The Social Secretary shall:
    a. be responsible for organising social events throughout the year;
    b. organise and book a venue for weekly socials, paying particular attention to proximity and value for money;
    c. organise and book venues for the Christmas social and the post-AGM social;
    d. purchase refreshments to be made available at weekly debates.
11. The TeachMUN Officer shall:
    a. be responsible for realising the aims of TeachMUN, namely, to promote MUN in schools through facilitating access to MUN information, resources, training, and opportunities;
    b. work towards furthering the aims of TeachMUN through activities including, but not limited to:
        i. drafting the TeachMUN newsletter, to be distributed digitally at the end of each semester to school contacts, containing, at a minimum, edited versions of study guides and resolutions from society debates in that semester;
        ii. maintaining a collaborative relationship with UN House Scotland, and any other organisation deemed relevant to furthering the aims of TeachMUN;
    c. assist the training officer in organising EUTMUN, particularly regarding encouraging and facilitating secondary school attendance.
12. The Training Officer shall:
    a. be responsible for organising both beginner and competitive training sessions and

    workshops, as well as any other training initiatives, for all members attending conferences on behalf of the Society;
    b. have ultimate responsibility for organising the society's training conference, EUTMUN, in the first semester of each academic year.
13. The IT Officer shall:
    a. be responsible for the maintenance and regular updating of the EdMUN website, and advise on other technical matters;
    b. be responsible for arranging and maintaining the following, especially during EdMUN conferences:
        i. WiFi;
        ii. Power cables;
        iii. Login;
    c. support the modernisation of the society, via the website and via other online platforms;
    d. liaise with the Training Officer to improve MUN Command literacy and comprehension of university systems (for future ScotMUN chairs and secretariat members if requested);
    e. work with the Secretary to uphold the duties of the Data Protection Officer (DPO);
    f. determine with the incoming publicity officer how website content roles will be divided.
14. The position of Data Protection Officer (DPO) will be an added duty of the elected Secretary each year by default, unless another member of the Committee nominates themselves for this role within the first two sitting weeks of the new Committee, at which point a simple majority committee vote will confirm or reject this change. The Secretary can at any point resign the position of DPO, at which point the position must be seamlessly transferred to another member of the Committee, without delay and in such a way that the position is at no point vacant, to ensure continuous adherence to our data protection obligations. If no member of the Committee is willing to take on this role, a member of the Executive Committee is compelled to do so. The DPO will:
    a. Ensure that the Society and the Committee are meeting their obligations under the GDPR;
    b. Ensure respect for members' data and regularly update the Committee of any issues;
    c. Immediately report any potential issues to the Committee that require attention;
    d. Become well-versed in the data protection requirements of a society such as ours, including EUSA's role and EdMUN's protections as a EUSA society;
    e. Be responsible for responding to queries from members of the Society and others regarding data protection;
    f. Be responsible for adequate training of members of the Committee and Secretariat members in data protection issues pertinent to their business.
15. All members of the Committee shall be responsible to the President, the Committee, and the Society as a whole for the proper implementation of their tasks and responsibilities.
16. All office bearers shall be subject to election annually.
17. Candidates for President shall be current or former members of the Committee.
18. Candidates for Treasurer and Secretary should be current or former committee members of any EUSA society.
19. Society office bearers will attend annual society training as outlined by the Students' Association Societies Team.

20. All purchases and payments must be approved by the President or the Treasurer. No society account cheque will be valid unless it bears the signature of either the President or the Treasurer.
21. Exclusion from membership can be applied by the Committee if a member has been found to have brought severe disrepute on the Society, or if found to be severely disruptive to the functioning of the Society. Such exclusions shall be of immediate effect, and are to be decided on a two thirds majority vote by the Committee.
22. Removing a committee member from committee can be triggered by a petition, which will compel an Extraordinary General Meeting to be held for the election of the relevant committee position. The removal procedure will proceed as follows:
    a. A petition calling for the removal of an explicitly stated member of the Committee, authored by any member of the Society, and signed by two thirds of the Committee, is presented to the President:
        i. This can be presented in-person to the President using paper, and authored with relevant signatures or online, whereby the original author will send an email to the edmuncom@gmail.com account, and the relevant committee signatories be presented by directly messaging (online) the President with an explicit statement of support for the petition;
        ii. The petition should clearly state the reasoning behind the proposed removal of the committee member, including any references to potential violations of the EdMUN constitution;
    b. If the petition meets the criteria stated in subclause a, then the remaining members of the Committee will schedule an Extraordinary General Meeting to be held for the purpose of the election of the relevant committee position:
        i. The member of the Committee holding the position being voted on in the Extraordinary General Meeting is permitted to contest their position, and retain the position if they win the election;
        ii. If the Committee deems an Extraordinary General Meeting too inappropriate for the purpose of removal, then the position may be left vacant until the next Annual General Meeting, subject to a vote of approval requiring a two thirds majority vote in the Committee (including the vote of the member of the Committee subject to the removal petition).
23. The Committee, by a majority vote, may vote to appoint a deputy to any non-Executive Committee role, whose precise duties are to be determined by the Committee.
    a. This deputy shall serve as a fully integrated member of the Committee until either the expiry of that committee’s term, or by the removal procedure outlined in Clause 22.

Section V - Finance

1. None of the society's assets may be distributed or otherwise used (on being wound up, or any other time) except to further the aims of the Society.
2. If on the winding up of the Society, any property remains after the satisfaction of all debts and liabilities; such property shall not be paid to or distributed among the members of the Society; that property shall instead be transferred to a charity or charities (whether incorporated or unincorporated) whose objects are similar (wholly or in part) to the objects of the Society.
3. No member of the Society shall be held personally liable for any debts incurred through the Society's activities, provided these do not violate the aims, regulations, and intent of the constitution.
4. At a time deemed appropriate by the outgoing and incoming Committees, the Treasurer shall coordinate the efforts of the Committee to produce a budget outlining proposed activities and use of assets and resources financial or otherwise.
5. Upon approval by the Committee this budget shall be made available to the membership and general public.
6. The financial year shall run from 4th of April to the 31st March.

Section VI - Disciplinary

1. The Committee may impose sanctions for misconduct on members, based on verifiable evidence collected, taking into account the seriousness of the misconduct with reference to the membership's responsibilities and standard code of conduct, any previous warnings, and any mitigating circumstances. When appropriate the following sanctions may be applied:
    a. Informal Warning;
    b. First Written Warnings will be issued for a minor offense or complaint;
    c. Final Written Warnings will be issued for: a further offense or complaint or if the conduct of the member failed to improve following a previous warning, or if the actions are serious enough to warrant a Final Written Warning;
    d. Removal from membership will occur if there is a further serious event of misconduct, or if the conduct of the member failed to improve following a previous written warning, or if the member committed an act of gross misconduct.
2. Edinburgh University Students' Association's Societies Team will be notified upon removal of a member and provided with a copy of the evidence pertaining to the sanctions process and removal. All persons removed from membership may appeal to the Societies Team against such removal.

Section VII – Further provisions

1. The Society has taken and will continue to take all necessary steps to ensure that our meetings, events, and socials are accessible to all, irrespective of any disability.
2. The Society has ensured and will continue to ensure that it complies with any relevant data protection legislation.
3. The Society believes that discrimination or harassment, direct or indirect, based on a person's gender, age (except where it relates to licensing laws), race, skin colour, nationality, religious belief, socio-economic background, disability, HIV status, sexual orientation, gender reassignment, family situation, domestic responsibilities, or any other irrelevant distinction, is detrimental to the Society, the University of Edinburgh, and wider society, and will not be tolerated.
4. The Students' Association has a zero tolerance policy for sexual harassment and violence. This means that any case of sexual harassment or violence will be escalated to the final disciplinary stage (removal). Appeals will go through the formal complaints process of the Students' Association.
5. The Students' Association understands harassment to include all forms, whether expressed orally, in writing, or on any cyber or digital platform.
6. The Society shall not register to achieve any charitable or organisational legal personality in its own right.
7. Re-registration of the Society must be submitted in accordance with the deadlines set by the Activities Team. Annual and financial reports must be completed and submitted as part of the re-registration process following the GM in the second semester.
8. The Society will take all necessary steps to ensure that their meetings, events, and socials are accessible to all.
9. The Society will ensure that it complies with any relevant data protection legislation.
10. The Society or the Committee may adopt resolutions outwith this constitution that nevertheless express concerns or opinions on any matters pertinent to the day, that the Committee of the time will undertake to adhere to.
11. The Code of Conduct is empowered under this constitution and is subject to review once per semester to determine if changes are required.
12. At the outgoing of each committee, the most senior outgoing member by rank on Committee – presumably the President unless re-elected – shall produce a short, 200 word or fewer farewell statement to be put onto the EdMUN website page for that year's committee reflecting on the previous year, and make appropriate comments such as but not limited to:
    a. comments on notable moments from the year;
    b. congratulations to the incoming committee, with a focus on freshers elected;
    c. thanks to outgoing committee members;
    d. praise to Edmund.
13. All EdMUN resolutions shall be ended with the clause 'Decides to remain actively seized on the matter'.

Section VIII - On Edmund

1. Notes that Edmund O' Penguin (hereafter known as Edmund) shall be:
    a. Honorary Secretary General; President for Life; Benevolent Leader; Supreme Commander of the Scottish Delegates; Plurinational Leader of; Professor; Doctor; King; Prince; Emperor; Prince-Elector; Claimant to the Duke of Edinburgh; First and Last of His Name; Child of the Abyss and the Darkness; Sublime Shah of the Falkland Islands; The UNdivided; Patriarch and Matriarch of; and Mascot for; Edinburgh Model United Nations Society (EdMUN);
    b. Held in residence by his assistant, who shall be:
        i. the longest-standing member of the Society;
            1. In the event there are multiple candidates for this honour, the member with the greatest experience on the Committee shall take precedence;
            2. In the event that competition for this honour continues, a preference shall be held for the longest-standing member of the Society, with the most experience on the Committee, who is not presently serving a serving member of the Committee;
            3. Should competition remain, the matter shall be resolved by diplomatic accord between the candidates (the committee may make an executive decision on the matter if agreement cannot be found);
            4. Should competition remain, the matter shall be resolved by a thirty question International Issues and Flags trivia quiz of the design of the Committee. The winner of the quiz shall have Edmund. Should there be no clear winner from this process, Edmund must be placed immediately into the care of a member of the Committee appointed by majority vote of society members at an EGM, to be held no more than fourteen days following the quiz. The membership must be notified about this EGM, for the sake of society unity. Should the EGM yield a majority vote less than two thirds, or if quorum is not reached, Edmund will revert to the State;
    c. That Edmund's assistant shall be responsible for:
        i. keeping Edmund safe, clean and presentable;
        ii. caring for his numerous bow ties;
        iii. be responsible for bringing Edmund to important events of the Society, including but not limited to:
            1. First session of the year;
            2. The Christmas session and social;
            3. ScotMUN;
            4. The AGM and social;
        iv. Upholding the image, reputation and dignity that is expected of such a fine penguin;
        v. Ensuring that Edmund remains in Edinburgh unless authorised by a two thirds vote of the Executive Committee;
        vi. Ensuring that Edmund is safely and respectfully washed at least yearly;
    d. If for any reason the assistant is deemed unworthy or incapable of performing their duties by the Committee, then their role as assistant shall default to the next eligible member of the Society, via the selection method listed above;

e. In the event of the loss of Edmund's current incarnation the following actions will be taken:
    i. Members of the Society will be informed of the incident in the first possible meeting following the incident;
    ii. A new incarnation of Edmund will be purchased paid for either by;
        1. The member of the Committee responsible for the loss of Edmund;
        2. Any member of the Committee;
    iii. This purchase will be reimbursed by the Society to a reasonable degree;
    iv. This new incarnation of Edmund is assumed to be the only incarnation of Edmund to have ever existed;
    v. All members of the society will deny the existence of any previous incarnation of Edmund.

Section IX - On ScotMUN

1. Recognises the duty of EdMUN to aid in the preparation and operation of the ScotMUN Conference annually.
2. Declares that one year after this section is implemented (28/03/2024), ScotMUN will be forever formally divorced from EdMUN and the Edinburgh University Students' Association (EUSA). ScotMUN will henceforth be governed by the ScotMUN Governing Document, the Conference Board, and the Secretary-General, as defined in Annex (1).
    a. During the transition period between 28/03/2023 and 28/03/2024, the EdMUN committee, the Secretariat, and the Conference Board are bound by Annex (1)
    b. Concurrent majorities within each of the parties may dissolve Annex (1), ending its binding effect.

Annex 1 (ScotMUN Governing Document)

I - Aims

1. To organise annually an affordable, accessible, and inclusive conference facilitating high quality Model United Nations (MUN) debate.

II - Governance

1. ScotMUN, the Board, the Secretariat, and conference volunteers are bound by the ScotMUN Governing Document and this annex, to be ratified at the first Board meeting following EdMUN's AGM on 28/03/2023.
2. The ScotMUN Conference will be governed by the ScotMUN Conference Board (hereafter referred to as "the Board") as part of a single tier Unincorporated Association.
3. Members of the Conference Board (hereafter referred to as "Board members") must attend at least three annual meetings:
    a. One at most two weeks after EdMUN's AGM to determine whether to accept the Secretariat's nominee or to submit a shortlist back to the Society;
    b. One to be held within two weeks of the new Secretary-General's appointment or election to agree on a roadmap to the next ScotMUN Conference;
    c. One to be held, as when agreed by Board members, to consider updates to the Association's governing document and ensure that the appropriate documentation has been filed per statutory requirements.
4. Failure to attend at least two of the required yearly meetings (in II.3), physically or virtually, will revoke one's Board membership.
5. Board membership will be conferred upon the outgoing executive office bearers of EdMUN - President, Secretary, and Treasurer.
6. Board membership will be conferred upon the outgoing senior ScotMUN leadership - Secretary-General and USG Finance.
7. Outgoing members of the EdMUN committee or ScotMUN Secretariat can apply to become Board members:
    a. Applicants through this mechanism require a two thirds vote from sitting Board members to be admitted.
8. Board membership shall expire after two years served unless a majority of year 1 and year 2 Board members vote to renew it:
    a. Board membership after the first vote of renewal must thereafter be renewed annually;
    b. Board membership is limited to 12 individuals, excluding the non-voting members.

9. The sitting President will sit on the Board for their elected tenure. Their voting powers will be voided when considering any motion concerning their position on the Board, or ScotMUN if they are also the Secretary-General, a Secretary-General nominee, or wish to be included on the shortlist.
10. The sitting Secretary-General will sit on the Board as a non-voting member for the duration of their term.
11. Until the Board, Secretariat, and EdMUN committee otherwise agree to separate the finances of EdMUN and ScotMUN, the Treasurer will automatically be USG Finance, and will sit on the Board as a non-voting member for the duration of their term.
12. The Secretary-General or Secretariat can be removed from office with concurrent supermajority votes (two thirds) among the Secretariat and the Board, or 80% of the Board alone:
    a. The Board shall be limited in calling a vote on Secretariat removal to once a year autonomously;
        i. The exception is if the sitting President of EdMUN raises the motion for Secretariat removal;
    b. Should the Secretariat be removed, the Board will organise an emergency election, and appoint its returning officer, for Secretary-General with the EdMUN Society within two weeks of the decision;
    c. Current committee members of the EdMUN Society, and the freshly removed Secretariat members (excluding the former Secretary-General), will be eligible to run for Secretary-General;
    d. The Board shall meet with the newly elected Secretary-General within one week of the election to exercise its functions per II.3.a and II.3.b.
13. A Board member can be removed from the Conference Board by concurrent supermajority votes (two thirds) among the EdMUN committee, ScotMUN Secretariat, and among the remaining Board members not subject to possible removal.
14. The ScotMUN Conference shall be held in Edinburgh every year, unless there is an act of God that prevents this.
15. The Secretary-General can amend the ScotMUN Governing Document (Annex 1) by proposing amendments to the Board and securing support from more than two thirds of its members:
    a. Support can be indicated in Board meetings;
    b. Support can be indicated in writing within two weeks of the proposed amendments being disseminated.
16. Any Board member can amend the ScotMUN Governing Document (Annex 1) by proposing amendments to the Board and securing support from more than two thirds of its members:
    a. Support can be indicated in Board meetings;
    b. Support can be indicated in writing within two weeks of the proposed amendments being disseminated.

17. Any Board member can call an emergency meeting of the board by providing at least one week's notice.
18. Quorum for Board meetings will be 50%, excluding the President, Secretary-General, and Treasurer/USG Finance.

III - Elections

1. The outgoing ScotMUN Secretariat will nominate a candidate to be Secretary-General for the next ScotMUN Conference at EdMUN's AGM.
2. This may be ratified by the ScotMUN Board or, in their absence (non-communication, or stated unavailability), the approval of at least two of the outgoing EdMUN Executive Office Bearers:
    a. The Board will either accept the nomination from the outgoing Secretariat, in which case the nominee will immediately become Secretary-General, or;
    b. The Board will return the nominee back to the EdMUN Society with up to two more candidates, at the Board's discretion, in the form of a shortlist approved by a two-thirds majority;
    c. The EdMUN Society will then host a special election for Secretary-General between the shortlisted candidates:
        i. All members can vote;
        ii. The Board will appoint at least one returning officer for the special election;
        iii. Candidates on the shortlist may withdraw from the election.
        iv. The special election would adhere to the rules for an EGM as outlined in the EdMUN Constitution;
    d. The new Secretary-General will be elected before the end of May;
    e. If a President or Secretary-General currently on the Board is seeking re-election or election for any other position across EdMUN and ScotMUN, they must recuse themselves from Board votes on the shortlist procedure.

IV - The Secretariat

1. The Secretary-General for ScotMUN may appoint any individual they deem best for their Secretariat subject to the following conditions:
    a. Secretariat must be composed of at least 60% Edinburgh University students;
    b. Secretariat must be composed of at least 90% students attending Scottish universities;
    c. The Secretary-General informs the Board, per I.3.b, of their proposed Secretariat composition.
2. The Secretariat *may* consist of:

    a. USG Logistics;
    b. USG Finance;
    c. USG Committees;
    d. USG Chairing;
    e. USG Outreach;
    f. USG Media;
    g. USG Allocations;
    h. USG Socials;
    i. USG Technology;
    j. Up to three ASGs.
3. The appointment process for Secretariat (excluding the Secretary-General and ASGs) shall be:
    a. Upon notification of the EdMUN AGM, a separate form will be distributed to apply for positions on next year's Secretariat:
        i. The form will include a selection of questions requiring written answers to establish suitability for the applied for position;
    b. After the Secretary-General's appointment, they will select their Secretariat from the responses in the form;
    c. The Secretary-General will present their proposed Secretariat to the Board for ratification.
4. Selections must be justifiable to the President and Board, should an applicant wish to question the decision of the Secretary-General and Board. The Secretary-General can remove any member of the Secretariat as they see fit, but must replace that individual within two weeks, bypassing the above appointment process:
    a. The Secretary-General must notify the Board of the change in Secretariat composition;
    b. Any dismissal can be reversed by a majority of the sitting Secretariat.
5. ASGs can be appointed and dismissed by the Secretary-General without the above appointment process.
6. Huzzah!

V - Additional Provisions

1. Recommends that EdMUN's conference ScotMUN will feature a Model House of Commons only if the ScotMUN secretariat believe that an appropriately high quality of debate, simulation and chairing can be achieved:
    a. A robe will be provided for the speaker, where possible;
    b. A crown for the monarch will be provided, where possible;
    c. A rod for Black Rod will be provided, where possible.
2. Where possible, the ScotMUN Secretariat will make online attendance to ScotMUN conferences available if they deem it appropriate.

VI - Definitions

1. Secretariat - The managing team of ScotMUN.
2. Secretary-General - The executive head of ScotMUN.
3. EdMUN - Edinburgh's Model United Nations Society, under the auspices of EUSA.
4. ScotMUN - Scotland's Model United Nations Conference:
    a. S: Scotland;
    b. C: Conference;
    c. O: The letter 'o';
    d. T: The delegate information booklet;
    e. M: Model United Nations;
    f. U: United Nations;
    g. N: North Atlantic Treaty Organization.
5. The ScotMUN Secretariat's positions can be defined as:
    a. USG Logistics - The Under-Secretary-General for Logistics typically shall hire venues, book rooms, liaise with University staff, and support the Secretary-General in ScotMUN's administration;
    b. USG Finance - The Under-Secretary-General for Finance typically shall manage ScotMUN's bank account(s), ensure the Secretariat has a collective budget and adheres to it, and maintain ScotMUN's fiscal sustainability;
    c. USG Committees - The Under-Secretary-General for Committees typically shall determine the committee selection at ScotMUN, may assign topics to committees, shall liaise with USG Chairing on Chair appointments and study guides, and will oversee the smooth running of all committees during the Conference itself;
    d. USG Chairing - The Under-Secretary-General for Chairing typically shall recruit Chairs for the ScotMUN conference, interview them, brief them, and otherwise prepare them in all aspects of ScotMUN chairing (e.g. code of conduct, rules of procedure, technology). USG Chairing is responsible for the welfare of Chairs and supports them throughout the conference;
    e. USG Outreach - The Under-Secretary-General for Outreach typically sources at least two speakers for the ScotMUN Opening Ceremony. They are also usually responsible for grant applications, finding external funding sources, and securing sponsorships;
    f. USG Media - The Under-Secretary-General for Media, previously for Publicity, typically promotes ScotMUN on its various social media platforms. The role usually entails the procurement of placards, lanyards, awards, badges, paper, pens, and other items as deemed necessary by the Secretariat for the Conference;
    g. USG Allocations - The Under-Secretary-General for Allocations typically manages incoming applications to delegate or observe at ScotMUN. They are

tasked with allocating delegates to the committees proposed by USG Committees and keeping delegates informed throughout the allocation process;

h. USG Socials - The Under-Secretary-General for Socials typically arranges the various ScotMUN socials as agreed by the ScotMUN Secretariat. Previously this has appeared in the form of a club night, pub socials, and/or a formal ceilidh;
i. USG Technology - The Under-Secretary-General for Technology typically prepares the Secretariat, Chairs, and Delegates for any and all technological difficulties they may encounter. They are responsible for ensuring Chairs have access to monitors and projectors in committee rooms, and that committees have clear file sharing and communication mechanisms in liaison with USG Committees;
j. ASG - The Assistant Secretary-General(s) directly support(s) the Secretary-General in Conference matters. They may be assigned to support other USGs, or to process ScotMUN correspondence, or to aid the Secretary-General in Conference preparations.

6. The ‘Unincorporated Association of ScotMUN’, the ‘Board, and ‘ScotMUN’ refer to the entity with charity number: [...] .