

BOSTON UNIVERSITY

INTERNATIONAL AFFAIRS ASSOCIATION



Constitution

Preamble

We, the students of Boston University, in order to facilitate and coordinate interest in the international system, particularly the United Nations Organization, through participation in Model United Nations simulations, organization of internationally themed events, and by publication of an undergraduate journal, hereby ordain this constitution for the International Affairs Association:

Article I- Name of Organization

Section 1: This organization shall be known as the Boston University International Affairs Association, and is from here on referred to as the BUIAA;

Article II- Duties of the International Affairs Association

Section 1: The BUIAA is a debate and international affairs society that encourages and promotes diplomacy, dialogue, and understanding different cultures;

Section 2: The BUIAA shall provide the Boston University community with academic and social activities relevant to international cooperation, cultural education, and/or international systems in order to achieve its goal;

Article III- Membership

Section 1: Members of the BUIAA, in compliance with Title IX of the United States Higher Education Amendments of 1972, shall not be discriminated on the basis of race, religion, nationalities, gender, handicap, sexual orientation, or political convictions;

Section 2: Members of the BUIAA must be fulltime registered undergraduate students at Boston University in good academic, financial, and disciplinary standing;

Section 3: Alumni, Faculty, Staff, Part-Time and Graduate Students of Boston University may be Honorary Members of the BUIAA, but cannot vote, hold or be nominated for an Executive Board, Secretariat or IRR Editorial Board position;

Section 4: Voting privilege will be extended to any member that:

- A. Attends at least half of the weekly meetings in a semester or,
- B. Staffs either BosMUN or BarMUN,
- C. Is on the editorial board for the IRR for at least one semester;

Section 5: A list of Current Members with Voting Privileges will be maintained in a section of the BUIAA's website available only to Members, as well as emailed upon request to Members of the BUIAA;

Section 6: All membership is required to pay a membership due of ten dollars per semester, although this due may be waived by unanimous approval of the executive board;

Section 7: At least one faculty member of Boston University must serve as advisor to the BUIAA;

Article IV- Duties of the Executive Board

Section 1: It shall be the duty of the President to:

- A. Call and preside over all regular, special, and Executive Board meetings or appoint another member to do so.
- B. Act as an Ex-officio Member of all Standing and Special Committees,
- C. Appoint additional officers and Executive Board members with the advice and consent of the other Executive Board members,
- D. Serve as liaison between the BUIAA and Boston University;

Section 2: It shall be the duty of the Vice-President to:

- A. Act in the full capacity of the President in his/her temporary absence and assume the office in the event of the President's removal or resignation,

- B. Ensure that all members meet the requirements of the BUIAA,
- C. Preside over all voting processes Prepare and organize the topics for weekly meeting, including updating the website in regards to those topics, and managing all logistics for said meetings
- D. Act as the Executive board's coordinator of intellectual events, including but not limited to, colloquia, symposia, and guest lecturers;

Section 3: It shall be the duty of the Treasurer to:

- A. Maintain all accounting records of the BUIAA,
- B. Prepare and present an annual budget to the Executive Board in May before the year their term will begin as well as prepare a budget report in April for the next incoming Executive Board,
- C. Provide the Executive Board with a financial statement at every executive board meeting,
- D. Chair an audit of the BosMUN and BarMUN accounts biannually: two months before each conference and two weeks after each conference,
- E. Determine, with approval of the Executive Board, the fee members must pay to attend travel conference,
- F. Determine, where applicable, budgetary constrains for events that the BUIAA hosts;

Section 4: It shall be the duty of the Secretary to:

- A. Keep minutes of the BUIAA meetings,
- B. Keep all BUIAA records and institutional knowledge,
- C. Create and update an executive calendar,
- D. Develop agendas for Executive Board meetings,
- E. Conduct its correspondences and take attendance at meetings,
- F. Maintain an accurate inventory of all resource material belonging to the BUIAA,
- G. Coordinate logistics to all travel conferences which includes but is not limited to: registering delegates, paying delegation and delegate fees, booking lodging and transport, and managing all necessary paperwork;

Section 5: It shall be the duty of the Marketing Director to:

- A. Coordinate all marketing and recruitment efforts and events on behalf of the BUIAA,
- B. Handle all public relations,

- C. Write weekly emails to the membership base,
- D. Maintain the BUIAA's website and social media,
- E. Maintain a calendar of outside events of interest to the general membership accessible on the BUIAA website,
- F. Ensure the Boston University community is alerted to all opportunities the BUIAA offers;

Section 6: It shall be the duty of the Head Delegate to report the affairs of the BU IAA Travel Team to the Executive Board as a whole;

Section 7: It shall be the duty of the Secretaries-General on the Executive Board to report the affairs of their respective conferences to the Executive Board as a whole,

Section 8: It shall be the duty of the Editor-in-Chief of the IRR to report on the affairs of the IRR to the Executive Board;

Section 9: The President, Secretaries-General, and Editor-in-Chief may not serve as a member of another Secretariat or Editorial Board;

Section 10: All Executive Board members are required to attend all regularly scheduled weekly meetings and special events;

Section 11: The Executive Board, chaired by the President, shall serve as a final determinant for all association decisions;

Article V- Boston Invitational Model United Nations Conference

Section 1: The Boston Invitational Model United Nations Conference, from here on and elsewhere referred to as BosMUN, shall be held once per year as for high school students as a subsidiary to the BUIAA;

Section 2: All expenses and revenues shall be deposited into or extracted from the BUIAA's account with the following conditions:

- A. Only the Secretary General and a single, pre-designated BosMUN Secretariat member may deposit revenues into the account, following the account by-laws,
- B. A single, pre-designated BosMUN Secretariat member may remove petty cash from the account, as defined by amounts less than one hundred dollars, following the account bylaws,

- C. The Secretary General may submit check requests for vendors in amounts less than five hundred dollars, following the account by-laws,
- D. All expenditures over five hundred dollars and all reimbursement requests must be approved by the President or Treasurer;

Section 3: Sitting members of the Executive Board shall approve the Secretary General after his/her election, at which point he/she will become a full voting member of the Executive Board;

Section 4: The Secretary-General- shall submit his or her nominations for a Secretariat for unanimous approval of the Executive Board under the following conditions:

- A. These nominations must be submitted no later than three weeks from the time of the election, unless otherwise arranged,
- B. When a Secretariat is rejected by the Executive Board, the Secretary-General must present an entire Secretariat again within one week,
- C. If a Secretary-General's Secretariat is rejected on three consecutive occasions, that meeting shall not suspend until the Secretary-General and Executive Board agree upon a Secretariat;

Section 5: BosMUN shall act independently from the BUIAA regarding all conference decisions;

Section 6: There shall be a biannual audit of all BosMUN accounts by the BUIAA Treasurer two months before BosMUN takes place and two weeks after BosMUN takes place;

Section 7: The BosMUN Secretariat shall deliver a status report to the Executive Board on 15th of every other month detailing issues that are submitted by the Executive Board; failure to deliver a detailed report within 7 days of the agreed upon date, shall place a hold on all transactions for the BosMUN Conference;

Article VI- Boston Area Model United Nations Conference

Section 1: The Boston Area Model United Nations Conference, from here on and elsewhere referred to as BarMUN, shall be held once per year for collegiate students as a subsidiary to the BUIAA;

Section 2: All expenses and revenues shall be deposited into or extracted from the BUIAA's account with the following conditions:

- A. Only the Secretary-General and one Secretariat member he or she designates may deposit revenues into the account, following the account by-laws,

- B. The Secretary-General and his or her designate may remove petty cash from the account, as defined by amounts less than one hundred dollars, following the account by-laws,
- C. The Secretary General may submit check requests for vendors in amounts less than five hundred dollars, following the account by-laws,
- D. All expenditures over five hundred dollars and all reimbursement requests must be approved by the President or Treasurer;

Section 3: Sitting members of the Executive Board shall approve the Secretary General after his/her election, at which point he/she will become a full voting member of the Executive Board;

Section 4: The Secretary General shall submit his or her nominations for a Secretariat for approval of the Executive Board under the following conditions:

- A. These nominations must be submitted no later than three weeks from the time of the election, unless otherwise arranged,
- B. When a Secretariat is rejected by the executive board, the Secretary General must present an entire Secretariat again within one week,
- C. If a Secretary General's Secretariat is rejected on three consecutive occasions, that meeting shall not suspend until the Secretary General and Executive Board agree upon a Secretariat;

Section 5: The BarMUN Secretariat shall act independently from the BUIAA regarding all conference decisions;

Section 6: There shall be a biannual audit of all BarMUN accounts by the BUIAA Treasurer two months before BarMUN takes place and two weeks after BarMUN takes place;

Section 7: The BarMUN Secretariat shall deliver a status report to the Executive Board on the 1st of every other month detailing issues that are submitted by the Executive Board, failure to deliver a detailed report within 7 days of the agreed upon date, shall place a hold on all transactions for the BarMUN conference;

Article VII- International Relations Review

Section 1: The International Relations Review, from here on and elsewhere referred to as IRR, will act as the BUIAA's main form of written publication;

Section 2: Upon Executive Board budgetary approval, the IRR will be published three times each year, once in the Fall semester and twice in the Spring semester, unless both the Executive Board and the Editor in Chief agree to do otherwise;

Section 3: The Editor-in-Chief of the IRR will be elected by the Members of the BUIAA in April of each year and will then present his or her Editorial Board to the Executive Board for unanimous approval;

Section 4: The IRR will operate independently for all substantive decisions regarding article and editorial content;

Section 5: The Editor in Chief will submit reports to the Executive Board every other month on the progress of the IRR

Article VIII- Election

Section 1: The election of the Executive Board and the Secretaries General shall be held annually under the following conditions:

- A. All Executive Board positions shall be considered for election one month before the end of the academic year for the ensuing academic year,
- B. Secretary General elections shall occur one month after the conclusion of each respective conference,
- C. Candidates must be nominated and accept their nomination within a determined time period at the discretion of the Vice President,
- D. At meetings held for the elections, two-thirds of the voting members must be present;

Section 2: Members of the Executive Board shall be elected to terms of one academic year; if it is a special election to fill a vacancy, the Board Member-Elect's term shall be the remainder of the academic year;

Section 3: The duties of each Officer as stated in this Constitution must be read at the time of nominations;

Section 4: Election criterion is as follows:

- A. A candidate who receives the majority of the plurality of the vote shall be deemed elected,
- B. In the case where more than two candidates are running, a run-off system shall be implemented;

Section 5: Each Executive Board Member will be required prepare a statement regarding their performance over the Fall semester for dissemination one week before the last meeting of the fall semester; the Voting Membership may, if necessary, follow up by requesting a public review of the performance of each Executive Board Member;

Article IX- Removal and Succession

Section 1: Any Executive Board members of the International Affairs Association may be brought up for removal for continued documented neglect of his/her duties or failure to meet the requirements of being an Executive Board Member laid out in Article III following the proscribed steps:

- A. The Executive Board will warn the potentially removed member two times (no more than once per week) of the possibility of being removed; the first two warnings shall be delivered by private electronic communication; one week after the second warning has passed, a notice of intent to remove the Member shall be delivered both by private electronic communication and in person,
- B. If the relevant Executive Board Member does not request an impeachment hearing within one week of the notice of intent (within reasonable circumstances), that Member shall be considered removed,
- C. An impeachment hearing may be requested by the Executive Board member being removed,
- D. Prior to this hearing, the Member nominated for removal may submit a written argument; at this hearing both sides will be able to present their case,
- E. After this hearing, a vote of removal shall ensue; removal requires a three-quarters decision by the remainder of Executive Board or can be appealed by a simple majority vote of the club voting members to sustain the Executive Board's decision;

Section 2: Vacancies in the Executive Board by shall be occupied by another member of the Executive Board until a special election can be determined;

Section 3: Former Executive Board members removed from an office shall not be eligible for election to any position for a period of one academic year;

Article X- Travel Team

Section 1: Sitting members of the Executive Board shall approve the Head Delegate after his/her election, at which point he/she will become a full voting member of the Executive Board:

Section 2: The Executive Board shall determine the conferences in which the travel team shall participate, as well as determine the size of each delegation to said conferences;

Section 3: The Head Delegate shall be responsible for determining which BU IAA members are chosen for each delegation, according to the following conditions:

- A. Only members of the BU IAA Travel Team may be chosen for a delegation;
- B. Members of the BU IAA Travel Team are herein defined as full-voting members of the BU IAA, as defined in Article III, Section 4, who regularly attend travel-team training workshops;
- C. The Head Delegate shall choose delegation members from among interested BU IAA Travel Team members and shall judge potential delegation members according to the following criteria:
 - i. A record of active engagement in travel-team training workshops,
 - ii. A possession of the basic skills required for the relevant conference,
 - iii. An attitude conducive to the educational, competitive and social objectives of the BU IAA specifically and Model United Nations in general;
- D. The Head Delegate shall present his/her chosen delegation, including the positions to be filled by each delegate, to the Executive Board no later than three weeks before each conference, or within one week of receiving position assignments from conference officials, whichever comes first, at which point the other Executive Board members shall approve of the delegation in the same manner as with Secretariats;

Section 4: Delegates chosen to compete in conferences are here within obligated to reimburse the BU IAA with the specified conference fee, as determined by the Treasurer, per Article IV, Section 3, Sub-section E;

Section 5: The Head Delegate shall be responsible for:

- A. Preparing each delegation by organizing regular training workshops throughout the course of the academic year; and
- B. Acting as a liaison between the delegation and conference officials;

Section 6: The Head Delegate shall be assisted in his/her role in the following manners:

- A. The Secretary, or his/her designee, shall be the Head Delegate's chief assistant on all logistical matters, per Article IV, Section 4, Sub-section G, including by assisting the

- Head Delegate with on-location personnel management, unless the Executive Board decides otherwise on a conference-by-conference basis;
- B. The Secretary-General of BarMUN, or his/her designee, shall attend all conference head-delegate meetings and events along with the Head Delegate, unless the Executive Board decides otherwise on a conference-by-conference basis;
 - C. The Head Delegate may appoint other assistants with the advice and consent of the other Executive Board members;

Article XI- Meetings

Section 1: General meeting times and dates shall be determined at the discretion of the President in accordance with his/her best judgment;

Section 2: Special meetings may be called at the request of the Executive Board, or by petition of no less than one-half of the members;

Section 3: All questions shall be passed by a majority vote using the method of voting determined by the Vice-President;

Article XII- Amendments

Section 1: This Constitution shall be passed by a two-thirds vote of Present Voting Members at any meeting held for this purpose;

Section 2: This Constitution shall always and forever be amendable under the following steps:

- A. The Amendment must first gain a majority vote in and a sponsor from the Executive Board,
- B. The proposed Amendment(s) will then be presented to the General Body during a special session or other general election where its passing would require a two-thirds majority,
- C. At such a meeting, two-thirds of the voting membership of the BUIAA must be present,
- D. If an amendment passes, it will take effect immediately and will be enforced;

Article XIII: Executive Board Voting

Section 1: The Executive Board will always strive for consensus, however, if that cannot be reached, a vote shall be executed in the following way:

- A. Executive Board voting decisions require a simple majority amongst the Board members,
- B. The president may veto any decision, and this veto can be overridden by a two-thirds majority of the executive board.