

## Bylaws of the International Relations Organization at the University of Virginia

As Amended at the Election Meeting on November 30, 2016

- I. Definitions, Abbreviations, and Other Clauses about These Bylaws
  - A. Pattern of these Bylaws
    1. Articles will be represented by Uppercase Roman Numerals.
    2. Below Articles are Sections, which will be represented by Uppercase English Letters.
    3. Below Sections are Subsections, which will be represented by Arabic Numerals.
    4. Below Subsections are Parts, which will be represented by Lowercase English Letters.
    5. Below Parts are Paragraphs, which will be represented by Lowercase Roman Numerals.
  - B. Definitions and Abbreviations in these Bylaws
    1. The International Relations Organization at the University of Virginia may be abbreviated as IRO, and may also be referred to as the Organization in these Bylaws.
    2. The University of Virginia may be abbreviated as UVA, UVa, or U.Va., and may also be referred to as the University in these Bylaws.
    3. The title of Under-Secretary-General will always be spelled as such and may be abbreviated as USG.
    4. If there is a position within the Organization which two or more people hold concurrently, and they are selected during different semesters under normal circumstances, then the holder of the position who has held the position for the longest consecutive amount of time shall be referred to as the senior holder of this position. All other holders of this position shall be referred to as junior holders.
  - C. Changing these Bylaws
    1. As prescribed in the Constitution of IRO, changes to these Bylaws may be considered and voted upon at any Executive, Regular, Special, or Election meeting.
    2. Any proposed changes must be submitted to the Secretary of the Organization at least seventy-two (72) hours before the meeting in which the change(s) are to be voted on. This submission will then be shared as follows:
      - a. If the proposal is to be voted on at an Executive Meeting, it shall be shared by the Secretary with the Executive Board at least seventy-two (72) hours before the meeting in which it will be voted on.
      - b. If the proposal is to be voted on at a Regular, Special, or Election Meeting, it shall be shared with the members of the Organization, at least seventy-two (72) hours before the meeting in which the proposal will be voted on.
    3. When the changes to these Bylaws are up for a vote at a Regular, Special, or Election Meeting, the procedures under Article VI: Elections, Section F shall be used to vote on the proposed changes.
    4. For the purposes of votes that do not occur during an Election Meeting, the incumbent President and incumbent Vice President shall serve as Vote Counters, and will not be allowed to cast a vote in this referendum.
    5. When the changes to these Bylaws are up for a vote at an Election Meeting, the votes shall be counted by the Chair of the meeting.
    6. After the vote is taken and counted, the results will be announced to those in attendance at the meeting, after which the Secretary will make the changes appropriately to these Bylaws.

#### D. Dealing with Discrepancies

1. If a discrepancy between these Bylaws and the Constitution or between two different portions of these Bylaws, the issue will be resolved at the next Executive Board meeting by the Executive Board.
2. If a member of the Organization, whether or not s/he is an Officer, feels as though the Executive Board ruled incorrectly in regards to a discrepancy, s/he may submit a request for appeal to the Secretary, and may plead his/her case at the next Executive Meeting.

### II. Additional Duties, Responsibilities, and Honors of Officers

#### A. President

1. The President shall serve as an ex officio member of all committees established by the Organization. The President shall not have a vote on any committee on which s/he serves as an ex officio member.
2. All Presidential appointments will be voted on at the Executive Meeting immediately following the announcement of the appointment.
3. The President shall be an owner of any and all listservs operated by the Organization, by any of its Officers, or for purposes relating to the Organization or its components.
4. The President shall, if s/he deems it necessary, issue an Executive Order to carry out his/her responsibilities, fulfill obligations that the Organization has to outside entities, and ensure the achievement of objectives set forth by the Organization, the Executive Board, or a related entity. An Executive Order may be formally challenged by any member of the Executive Board, or three (3) members of the Organization by submitting a complaint in writing to the Secretary. Any complaints shall be dealt with by the Executive Board at the Executive Meeting immediately following the submission of the complaint, with the President not being allowed to vote as a part of the Board's decision.
5. As stipulated in Article VI, Section 1, of the Constitution, the President shall renew IRO's status as a Contracted Independent Organization (CIO) with the University of Virginia's Student Council each year. Currently, Student Council has CIOs renew their status beginning in the middle of spring semester of each academic year.
6. In addition to renewing the Organization's status as a CIO, the President will also register the Organization for the Fall Activities Fair before the start of the Fall Semester.

#### B. Vice President

1. Any additional duties or responsibilities of the Vice President are listed in Article XIV, Weekly Programming.

#### C. Treasurer

1. The Treasurer shall maintain the Organization's funds. S/he shall head the final allocation of the Organization's funds for various activities.
2. The Treasurer shall ensure that the Organization's annual taxes are filed.
3. The Treasurer shall prepare a budget every semester to estimate the costs to be incurred during the course of the semester.
4. The Treasurer shall have a record of all the account details for access to financial information.
5. The Treasurer shall collect dues and maintain a list of dues paying members eligible to vote during elections.

#### D. Secretary

1. The Secretary shall be an owner of any and all listservs operated by the Organization, by any of its Officers, or for purposes relating to the Organization or its components, and shall serve as moderator if it is appropriate for carrying out his/her duties as Secretary.
- E. Secretary-General of the Virginia Model United Nations Conference (VAMUN)
1. Any additional responsibilities of the Secretary-General of VAMUN shall be listed in Article VII, the Virginia Model United Nations Conference (VAMUN).
- F. Secretary-General of the Virginia International Crisis Simulation (VICS)
1. Any additional responsibilities of the Secretary-General of VICS shall be listed in Article VIII, the Virginia International Crisis Simulation (VICS).
- G. Secretary-General of the Virginia Inter-Generational Model United Nations Conference (VIGMUN)
1. Any additional responsibilities of the Secretary-General of VICS shall be listed in Article IX, the Virginia Inter-Generational Model United Nations Conference (VIGMUN).
- H. Editor-in-Chief of the Wilson Journal of International Affairs
1. Any additional duties or responsibilities of the Vice President are listed in Article XI, The Wilson Journal of International Affairs.
- I. Inter-Collegiate Coordinators (ICCs)
1. Each Inter-Collegiate Coordinator is required to attend a minimum of three (3) conferences each semester, or all conferences if the number attended by the Model United Nations Team is less than three (3).
  2. If either Inter-Collegiate Coordinator does not attend a conference, for whatever reason, another member of IRO attending the conference will be appointed as ICC Pro Tempore for the conference, also serving as a Head Delegate for the conference.
  3. At least one elected Inter-Collegiate Coordinator is required to attend each conference attended by the Model United Nations Team, except in the case of an emergency with both ICCs.
- J. Members-at-Large (MALs)
- K. Duties of Multiple Officers
1. All members of the Executive Board are required to participate in VAMUN in some capacity, as determined by the Secretary-General of VAMUN.
  2. All members of the Executive Board are required to participate in VICS in some capacity, as determined by the Secretary-General of VICS.
  3. All members of the Executive Board are required to participate in VIGMUN in some capacity, as determined by the Secretary-General of VIGMUN
- III. Membership and Dues
- A. Dues
1. Dues will be set at \$20 per semester. However, if a student at the University wishes to pay for membership for a full academic year, s/he may pay \$30, a \$10 discount, for such membership.
  2. Dues are required to serve in any of the following positions:
    - a. An officer of the Organization,
    - b. A member of a Secretariat of any Model United Nations Conference hosted by the Organization, including VAMUN, VICS, and VIGMUN,
    - c. A member of the Executive Editing Board of the Wilson Journal of International Affairs,

- d. The Director of Alumni Relations, and
- e. The Director of Information Technology.

#### IV. Elections

##### A. Chair of the Election Meeting

1. The Chair of each Election Meeting shall be someone who is a student at the University of Virginia but not a member of the Organization.
2. The President shall begin reaching out to non-members three weeks prior to the Election Meeting to find a Chair for the meeting.
3. At any executive meeting within three weeks of the election meeting, the President shall announce his/her selection for Chair of the election meeting. The Executive Board will then vote on whether to accept or reject the President's appointment for Chair. If two-thirds of the Executive Board votes to reject the President's appointment, the members who voted to reject shall advise the President on how to find an appointee suitable for the Board.

##### B. Sergeant-at-Arms

1. After the Chair assumes control of the meeting, s/he will ask for a volunteer to be Sergeant-at-Arms for the duration of the meeting.
2. The Sergeant-at-Arms will ensure that the room is secure for the duration of the meeting, and that nobody enters or exits the room while someone is speaking or the voting process is underway.
3. As such, the Sergeant-at-Arms shall vote last during each round of voting, but shall be guaranteed his/her right to vote, so long as s/he is a member of the Organization.

##### C. Duties of the Secretary

1. The Secretary of the Organization shall take minutes during the election meeting.
2. The Secretary is allowed to vote during the meeting, so long as s/he is not barred from doing so by these Bylaws.
3. If the incumbent Secretary wishes to run for an office during the meeting, s/he must appoint a Secretary Pro Tempore to carry out his/her duties while one of the offices the Secretary is running for is being considered.

##### D. Counting the Votes

1. All votes during election meeting shall be counted by two Vote Counters. These Vote Counters shall by default be the incumbent President and incumbent Vice President of the Organization.
2. The Vote Counters cannot vote, run for any position, nor speak in favor of any candidate during the election meeting.
3. The Vote Counters can speak for or against a proposed referendum to the Constitution or these Bylaws during the election meeting.
4. If either the incumbent President or incumbent Vice President wishes to run for a position, s/he must appoint a Vote Counter Pro Tempore to replace him/her prior to the start of the meeting.

##### E. Overview of the Election Process

1. Each election meeting will start with the announcement of the Chair selected by the President.
2. The meeting will then take each proposed Constitutional Amendment in the order they were submitted to the Executive Board

3. The meeting will then take each proposed change to the Bylaws in the order they were submitted to the Executive Board
  4. The meeting will then take elections for each office in the order prescribed by the Constitution
- F. Speaking Process for Referenda and Proposed Changes to the Bylaws
1. The proposed Constitutional Amendment or Proposed Change to the Bylaws shall be read to the room, then
  2. The Chair will seek a Speaker in Favor, a Speaker Opposed, and a Speaker General to the Topic in a cycle until no more speakers are found, or the previous question is called, then
  3. There will then be a vote for the proposed Amendment, with the options “Yes” or “No” being the only viable options.
- G. Speaking Process for Officer Positions
1. The description of the Officer Position being elected shall be read by the Chair to the room, then
  2. The Chair will then ask if any of the unaccepted nominations will be accepted or rejected, then
  3. The Chair will ask for any new nominations for the position being considered, then
  4. The Chair will close all nominations, and ask all nominees for the position to leave the room, except for the first nominee to speak. The nominees will speak in the order they were nominated, then
  5. Each nominee will give a speech for the allotted time, with all other nominees standing outside the room, then
  6. *(altered by Bylaw Amendment I)* While all nominees are outside the room, the Chair will seek a Speaker in favor of each candidate, in the order they spoke, followed by a Speaker General to the Topic, in a cycle until no more people in the room wish to speak, or until the previous question is called, then
  7. The Voting Process will take place, as described in Section F, then
  8. All candidates will enter the room and stand before the Chair, who will announce the winner of the election.
- H. Voting Process
1. *(updated by Bylaw Amendments II and III)* Once the voting process begins, all those in attendance who are allowed to vote will write down their choice of the candidates on a piece of paper and place that piece of paper inside a ballot box which is required to keep the voter’s choice confidential.
  2. After all votes have been received, as according to the Vote-Counters, those Vote-Counters will then count the votes, but not announce the votes to anyone within or outside of the Organization.
  3. *(updated by Bylaw Amendment III)* If, after the votes have been counted, no candidate has received a majority of the votes, the candidate who received the lowest number of votes, as well as all candidates who received less than ten percent (10%) of the votes, will be removed from the list of candidates. The Vote-Counters will then announce to the room that another vote must be taken, in accordance with Subsections 1 and 2 of this Section, with the updated candidate list.

4. *(updated by Bylaw Amendment III)* When a candidate has received a majority of the votes, the Vote-Counters will be then inform the Chair of the winner, before having the candidates called back into the room.
- I. Effectiveness of Referenda and Elections
    1. The approved referenda, both on amendments to the Constitution and changes to these Bylaws, shall take effect immediately upon adjournment of the Election Meeting in which they were approved, unless the amendment or change stipulates an alternate time of effectiveness.
    2. All elected Officers shall be considered incumbent to their elected Office immediately upon adjournment of the Election Meeting.
- V. Regular Meetings
    - A. Time and Place
      1. Unless otherwise advertised to the IRO membership and the student and faculty bodies of UVA, regular meetings of the Organization shall take place from 7 p.m. to 8 p.m. in Jefferson Hall (also known as Hotel C) on the West Range of the Academic Village.
    - B. Beginnings
      1. Meetings will be called to order by the President of the Organization, who shall hear IRO-related and non-IRO-related announcements from those in attendance.
      2. After hearing all announcements, the President shall turn over the meeting to whomever is in charge of the meeting's activities, who by default is the Vice President.
- VI. Executive Meetings
    - A. Time and Place
      1. Under Article IX, Section 2, of the Constitution, the President shall announce to the Executive Board the time and place of the first Executive Meeting of each semester.
      2. At this first meeting, if the Executive Board deems it necessary, it may declare an alternate weekly time and place for the remaining Executive Meetings of the semester. Otherwise, the President shall establish a weekly time and place for Executive Meetings
- VII. The Virginia Model United Nations Conference (VAMUN)
    - A. The following positions shall be on the Secretariat of VAMUN:
      1. Secretary-General
        - a. Selects the Under-Secretaries-General of VAMUN through an application process; determines the dates of the conference weekend; oversees the work of the Under-Secretaries-General; corresponds with sponsors, the UVa administration, and conference staff as necessary; reviews any and all materials written for distribution with the VAMUN letterhead, logo, or other distinguishing characteristic; submits a budget to the Executive Board; collects and documents all expenses made for VAMUN; speaks to all media outlets as a representative for VAMUN; and reports the progress of the VAMUN Secretariat to the Executive Board.
        - b. Also has the authority to create additional positions within the Secretariat and delegate tasks to those positions accordingly.
      2. Under-Secretary-General for Delegations
        - a. Encourages schools to attend VAMUN; manages the registration process; communicates with adult sponsors; documents all delegations and delegate fees paid by high school delegations; assigns delegate positions to schools; manages the delegate information

- matrix; hosts frequent meetings with sponsors throughout the conference weekend; and completes any tasks requested by the Secretary-General.
- b. Is responsible for writing the VAMUN conference policies for high school delegations, adult sponsors, and individual high school delegates.
  - c. May appoint a Deputy Under-Secretary-General for Delegations to assist him/her in the completion of the tasks required of the position, with approval from the Secretary-General.
3. Under-Secretary-General for General Assemblies and Specialized Committees
    - a. Selects Chairs for the General Assemblies and Specialized Committees through an application process, with the help of the Under-Secretary-General for Crisis Committees; collects conference materials (e.g. Background Guides) from Chairs in a timely fashion; edits all conference materials; trains Chairs and Vice Chairs in Parliamentary Procedure; designs and distributes award templates; collects all awards decisions from the Chairs of the General Assemblies and Specialized Committees; performs committee feedback sessions during the conference weekend; and completes any tasks requested by the Secretary-General.
    - b. Is responsible for writing the VAMUN Conference Policies for Chairs and Crisis Directors, working alongside the Under-Secretary-General for Crisis Committees.
    - c. May appoint a Deputy Under-Secretary-General for General Assemblies and Specialized Committees to assist him/her in the completion of the tasks required of the position, with approval from the Secretary-General.
  4. Under-Secretary-General for Crisis Committees
    - a. Selects Chairs and Crisis Directors for the Crisis Committees through an application process, with the help of the Under-Secretary-General for General Assemblies and Specialized Committees; selects the Head Crisis Director of the Wilson Global System Simulations (WGSS) through an application process, collects conference materials (e.g. Background Guides and Dossiers) from Chairs and Crisis Directors in a timely fashion; edits all conference materials; trains Crisis Directors and Assistant Crisis Directors in Parliamentary Procedure and Crisis Directing; designs and distributes award templates; collects all awards decisions from the Chairs and Crisis Directors of the Crisis Committees; performs committee feedback sessions during the conference weekend; and completes any tasks requested by the Secretary-General.
    - b. Is responsible for writing the VAMUN Conference Policies for VAMUN Chairs and Crisis Directors, working alongside the Under-Secretary-General for General Assemblies and Specialized Committees
    - c. May appoint a Deputy Under-Secretary-General for Crisis Committees to assist him/her in the completion of the tasks required of the position, with approval from the Secretary-General
  5. Under-Secretary-General for Logistics
    - a. Corresponds with University administration regarding room reservations; develops a matrix of University rooms requested for use; requests all University rooms to be used for VAMUN business up to and including the weekend of the conference; speaks with event planners for any events not taking place on University Grounds; designs and

- purchases conference supplies (e.g. placards); manages the VAMUN Secretariat Room during conference weekend; oversees all non-committee events taking place during the weekend of VAMUN; and completes any tasks requested by the Secretary-General.
- b. May appoint a Deputy Under-Secretary-General for Logistics to assist him/her in the completion of the tasks required of the position, with approval from the Secretary-General.
6. Under-Secretary-General for Business and Charity
    - a. Serves as the liaison between VAMUN and the U.Va. and Charlottesville communities; works to acquire local, regional, and national corporate sponsors; communicates with local businesses involved with VAMUN; speaking with local hotels regarding reserving blocks of rooms for delegations; oversees the purchasing and sale of all VAMUN merchandise; coordinates with VAMUN's philanthropic partner; plans the philanthropic fundraising effort during the conference weekend; and completes any tasks requested by the Secretary-General.
    - b. Is responsible for writing the VAMUN Conference Policies for Local, Regional and National Sponsors
    - c. May appoint a Deputy Under-Secretary-General for Business and Charity to assist him/her in the completion of the tasks required of the position, with approval from the Secretary-General
  7. Under-Secretary-General for Staff
    - a. Oversees the recruitment campaign for VAMUN staff; assigns Vice Chairs and Assistant Crisis Directors of VAMUN committees through an application process, with help from the Under-Secretaries-General for Crisis Committees and for General Assemblies and Specialized Committees; assigns staff members for VAMUN committees through an application process, with help from the Under-Secretaries-General for Crisis Committees and for General Assemblies and Specialized Committees; assigns Secretariat staff members through an application process, with help from the members of Secretariat; addresses staff questions and concerns; serves as the primary point of contact to the Secretariat for all VAMUN staff; plans activities to promote bonding among the VAMUN staff; and completes any tasks requested by the Secretary-General.
    - b. Is responsible for writing the VAMUN conference policies for Vice Chairs, Assistant Crisis Directors, Committee Staff, and Secretariat Staff.
    - c. May appoint a Deputy Under-Secretary-General for Staff to assist him/her in the completion of the tasks required of the position, with approval from the Secretary-General.
  8. Under-Secretary-General for Media and Design
    - a. Designs of all VAMUN materials including, but not limited to, logos, delegate guides, and merchandise; coordinates VAMUN's social media presence through Facebook, Twitter, and Instagram; works with the all members of Secretariat to design and implement media marketing strategies; edits all VAMUN materials prior to adding any official VAMUN logo or design; and completes any tasks requested by the Secretary-General



- b. May appoint a Deputy Under-Secretary-General for Media and Design to assist him/her in the completion of the tasks required of the position, with approval from the Secretary-General.

B. Timing

1. VAMUN shall be scheduled to be during the fall semester, after Halloween weekend but before Thanksgiving Recess

VIII. The Virginia International Crisis Simulation (VICS)

A. The following positions shall be on the Secretariat of VICS:

1. Secretary-General
2. Chargé d’Affaires
  - a. The Chargé d’Affaires works with schools that are interested in attending VICS.
  - b. S/he corresponds with head delegates, coordinates registration, and assigns positions after delegates have registered.
3. Two (2) Directors-General
  - a. The Directors-General heads the selection process for Chairs and Crisis Directors, and s/he helps them craft their committees.
  - b. The Directors-General are also responsible for hosting at least one training session, and will ensure that all Chairs, Crisis Directors, and staff attend at least one training session before the start of the conference.
  - c. After committees for VICS have been selected, both Directors-General will decide which committees each of them will be responsible for. Each committee will be responsible to one Director-General. All committees within a Joint Crisis Committee will be responsible to the same Director-General.
4. Chief of Staff
  - a. The Chief of Staff is the liaison between the Secretariat and the staff. S/he recruits staff and assigns them to committees.
  - b. The Chief of Staff is also responsible for hosting at least one training session for Vice Chairs, Assistant Crisis Directors, and other staff.
5. Under-Secretary-General for Logistics
  - a. The USG for Logistics is responsible for ordering materials and merchandise for the conference, and s/he will work closely with the USG for Media and Design to brand the conference.
  - b. The USG for Logistics arranges content for the delegate materials.
  - c. The USG for Logistics is also responsible for reserving spaces for conference weekend and for preconference trainings.
6. Under-Secretary-General for External Relations
  - a. The USG for External Relations is responsible for planning social events for delegates.
  - b. S/he also coordinates business sponsorships and partnerships.
7. Under-Secretary-General for Media & Design
  - a. The USG for Media and Design is responsible for designing conference materials and merchandise.
  - b. S/he is also responsible for coordinating the conference’s public relations campaign through social media.

B. Timing

1. VICS shall be held in the spring semester of the Academic Calendar.

- C. Conference Policies – Delegates
    - 1. The Chargé d’Affaires, with advice from the other members of Secretariat, shall write the Delegate Policies of the Virginia International Crisis Simulation prior to each conference. These policies may be based on those from previous conferences hosted by IRO.
    - 2. These policies will address the conduct and responsibilities of delegates of the conference, including those of Head Delegates.
    - 3. These policies must be agreed to by all delegates attending the conference.
  - D. Conference Policies – Chairs and Crisis Directors
    - 1. The Directors-General shall write the Chair and Crisis Director Policies of the Virginia International Crisis Simulation prior to selecting Chairs and Crisis Directors for the conference. These Policies may be based on those from previous conferences hosted by IRO.
    - 2. These Policies will address the conduct and responsibilities of chairs and crisis directors before and for the duration of the conference.
    - 3. These Policies must be agreed to by all chairs and crisis directors volunteering for the conference.
  - E. Conference Policies – Vice Chairs, Assistant Crisis Directors (ACDs), and other Staffers
    - 1. The Chief of Staff shall write the Staff Policies of the Virginia International Crisis Simulation prior to selecting Vice Chairs, Assistant Crisis Directors, and Staffers for the conference. These policies may be based on those from previous conferences hosted by IRO.
  - F. These Policies must be agreed to by all vice chairs, assistant crisis directors (ACDs), and other staffers before the conference weekend.
- IX. The Virginia Inter-Generational Model United Nations Conference (VIGMUN)
- A. The following positions shall form the Secretariat of VIGMUN:
    - 1. Secretary-General
      - a. The Secretary-General will be responsible for the appointment of the other positions on the Secretariat of VIGMUN through a process that is open and non-exclusive.
      - b. S/he shall further be responsible for assigning duties to the other Secretariat members and helping oversee and coordinate actions of the Secretariat.
      - c. S/he will also be responsible for overseeing all the proceedings of VIGMUN.
    - 2. Chargé d’Affaires
      - a. The Chargé d’Affaires will be responsible for coordinating activities to reach out to delegates, getting delegates, and addressing concerns given by delegates.
      - b. S/he shall further be responsible for everyday communication with any partners or sponsors of the Conference.
    - 3. Under-Secretary-General for Logistics
      - a. The Under-Secretary-General shall be responsible for logistic activities, such as ordering nametags and placards and designing their templates.
      - b. S/he will also be responsible for supervising the booking of the required room or rooms for the conference.
      - c. S/he will further be in charge of managing staffer recruitment and oversight.
    - 4. Director-General
      - a. The Director-General is responsible for managing the creation of the background guide and committee outline for VIGMUN.
      - b. S/he is also responsible for managing the training session of VIGMUN.

- c. S/he is also responsible for chairing the conference.
  - B. Timing
    - 1. VIGMUN shall be held in the spring semester, before Spring Recess.
- X. Collegiate Model United Nations Competitions
  - A. The Team
    - 1. For the purposes of these Bylaws, the group of UVA students taken to each conference that IRO competes in can be referred to as the Model United Nations Team (the Team).
    - 2. The Team will not have a set roster for any length of time beyond a particular conference. The Inter-Collegiate Coordinators will take application submissions individually for each conference IRO attend during the semester.
  - B. Dual Mandate
    - 1. The ICCs shall work to ensure that IRO's Model United Nations Team remains competitive with other North American collegiate Model United Nations Teams.
    - 2. The ICCs shall also work to make sure that the UVA delegates travelling to conferences engage socially with each other and enjoy the conference weekend.
- XI. The Wilson Journal of International Affairs
  - A. Mission Statement
    - 1. The Wilson Journal of International Affairs serves as a premier undergraduate research publication for International Affairs. Its mission is to publish a compilation each academic semester of the best undergraduate submissions in foreign policy research and coursework.
  - B. Structure
    - 1. Editor-in-Chief:
      - a. The Editor-in-Chief (EIC) of the Wilson Journal of International Affairs is responsible for managing all elements of the Wilson Journal, as well as providing a vision for its growth.
      - b. The EIC will work closely with the International Relations Organization's (IRO) Executive board to achieve any and all mutual goals for the semester.
    - 2. Executive Editing Board:
      - a. The Executive Editing Board consists of 6 senior editing positions.
      - b. These senior editors assist the Editor-in-Chief with the various elements of the Wilson Journal's functions, including staff management, online media management, submissions coordination, journal design and production, outreach, and archive management.
      - c. Positions:
        - i. Managing Editor: This senior editor is responsible for assisting the Editor-in-Chief with the management of the Journal's staff.
        - ii. Media Manager: This senior editor is responsible for assisting the EIC with the management of the Journal's online media content, including the website and Facebook pages. This editor also coordinates with his/her counterpart in IRO to coordinate media content between the Wilson Journal and IRO.
        - iii. Submissions Coordinator: This senior editor is responsible for assisting the EIC with the management of the ongoing submissions process for the journal.
        - iv. Production Chair: This senior editor is responsible for assisting the EIC with the management of the design and production of the print Journal and with the execution of the semester launch event.

- v. Outreach Chair: This senior editor is responsible for assisting the EIC with the management of any co-sponsorships and events with which the Wilson Journal is affiliated.
      - vi. Archive Coordinator: This senior editor is responsible for assisting the EIC with the management of the Journal's archives, both in the U.Va. Library System as well as online.
    - d. Further Details
      - i. Members of the Executive Editing Board are appointed by the Editor-in-Chief, and confirmed by a majority vote of IRO's Executive Board. These individuals may be, at the EIC's discretion, dismissed at any time. The EIC also reserves the authority to appoint multiple editors to each position.
  - 3. Editing Staff:
    - a. The Journal's editing staff consists of numerous editors selected by the EIC.
    - b. These editors are responsible each semester for editing assigned articles for publication and assisting with any elements of the Journal assigned to them by the EIC.
  - C. Publishing the Journal
    - 1. The Wilson Journal will produce, each semester, a print compilation of the best undergraduate submissions in foreign policy research and coursework.
    - 2. This compilation will take the form of a Journal to be printed near the conclusion of each academic semester.
    - 3. The Journal will debut at the semester's "Launch Day," an event that showcases the culmination of the Journal's semester work. This event is hosted and scheduled by IRO.
  - D. Online Presence
    - 1. The Wilson Journal will maintain an online presence, including a website and Facebook page.
    - 2. This content will include archives of the Journal as well as current information about the Journal and its staff.
    - 3. The EIC reserves the right to modify the website and its content at any time.
- XII. Membership and Social Events
- A. Committee on Membership
    - 1. Under Article X of the Constitution of IRO, the Executive Board establishes a Committee on Membership, which shall plan social events throughout each semester for the membership of the Organization, as well as representing the general membership to the Executive Board.
    - 2. The Members-at-Large (MALs) will decide which one of them will serve as the Chair of the Committee on Membership. The other Member-at-Large will serve as the Vice Chair of the Committee. Both MALs are responsible for both committees. The Chair of this Committee cannot be the Chair of the Committee on Philanthropy.
    - 3. It will be up to the MALs to determine the criteria for joining the Committee, with the approval of the Executive Board.
  - B. Philanthropy
    - 1. Committee on Philanthropy
      - a. Under Article X of the Constitution of IRO, the Executive Board establishes a Committee on Philanthropy, which shall plan philanthropy events for the Organization, as well as coordinating with other organizations and their philanthropy events as necessary.

- b. The Members-at-Large (MALs) will decide which one of them will serve as the Chair of the Committee on Philanthropy. The other Member-at-Large will serve as the Vice Chair of the Committee. Both MALs are responsible for both committees. The Chair of this Committee cannot be the Chair of the Committee on Membership.
- c. It will be up to the MALs to determine the criteria for joining the Committee, with the approval of the Executive Board.

### XIII. Weekly Programming

#### A. Committee on Programming

1. If the Vice President calls for it, a Committee on Programming will be established under Article X of the Constitution, with the Vice President serving as Chair of the Committee.
2. This Committee shall not have a set size, unless the Vice President sets on in his/her call for the Committee.
3. All members of the Committee shall be selected by the Vice President, with the majority approval of the Executive Board. The Vice President shall appoint a Vice Chair to oversee the Committee if the Vice President is temporarily unable to do so.

### XIV. Alumni Relations

#### A. Director of Alumni Relations

1. IRO's efforts to engage and interact with alumni of the Organization shall be led by the Director of Alumni Relations. The Director shall be appointed by the President of the Organization, and confirmed by a majority vote of the Executive Board.
2. The Director of Alumni Relations shall be responsible for preparing and sending out the alumni newsletter at intervals determined by the Director and the President.

#### B. Deputy Director of Alumni Relations

1. The President, with confirmation by a majority vote of the Executive Board, may also appoint a Deputy Director of Alumni Relations to assist the Director in his/her functions.

### XV. IRO Beach Week

#### A. Purpose

1. IRO will take part in the beloved UVA tradition of Beach Week.
2. So long as there is a week between the end of final examinations and the beginning of final exercises, there will be Beach Week, and so long as there is Beach Week, there will be IRO Beach Week.
3. IRO Beach Week shall be planned by the President Emeritus of the Organization, who shall hold the title of Beach Week Czar until s/he graduates from the University of Virginia.

### XVI. Finances

#### A. The UVA Fund

1. The Organization's UVA Fund will have enough money to last IRO two semesters without needing any additional revenue, unless a greater withdrawal is approved by a two-thirds (2/3rds) majority vote of the Executive Board.

#### B. Bank Accounts

1. The Treasurer shall approve an amount which the IRO accounts will not go below
2. The following Officers of the Organization shall have Debit Cards:
  - a. President
  - b. Treasurer
  - c. Both Members-at-Large

3. The President's Bank Card will be the card used for VAMUN, VICS, and VIGMUN related purchases
- C. Rules Regarding Financial Access
  1. The Treasurer shall prepare the Rules for the Finances of the International Relations Organization, which shall be approved by the Executive Board. These rules will clarify the responsibilities, restrictions, and other duties of Officers of the Organization in regards to spending, budgeting, or purchasing with money that belongs to the Organization.
- D. Other General Notes
  1. VICS will always break even, if not achieve a positive net revenue
- XVII. Information Technology
  - A. Responsibility
    1. The President of IRO shall appoint a Director of Information Technology (IT), who will be in charge of the various technological functions of the Organization
    2. This Director of IT can be a member of the Executive Board, but if not, the appointee must be a dues-paying member of the International Relations Organization at U.Va.
    3. The appointee must be approved by a majority vote of the Executive Board, excluding the appointee if s/he is a member of the Board.
  - B. Duties of the Director of Information Technology
    1. The Director of Information Technology shall have access to all websites run for IRO or functions of it, including, but not limited to, the following websites:
      - a. <http://www.iroatuva.org/>
      - b. <http://www.wilsonjournal.org/>
      - c. <http://www.vamun.org/>
    2. Unless otherwise approved by the Executive Board, the Director of IT shall serve as webmaster for all websites run for IRO or functions of it.
    3. The Director shall have access to all social media accounts run for IRO or functions of it, including, but not limited to, for IRO, VAMUN, VICS, VIGMUN, the Wilson Journal, and Radio Free UVA. This will include, but is not limited to, the services of Facebook, Twitter, and Instagram.
- XVIII. Relations with the University of Virginia's Student Body
  - A. University Elections
    1. Neither the Organization nor any member of the Executive Board acting in an official capacity may publically endorse any candidate for an office within any student election at the University of Virginia. These elections include, but are not limited to, those for Student Council, the Honor Committee, the University Judiciary Committee, College Council, or any class council.
- XIX. Special Meeting on November 2, 2016
  - A. For the Special Meeting called by the President for November 2, 2016, the following procedure shall be used:
    1. The Chair of this meeting shall be Rick Yoder, the resident of Room 7 on the Lawn and not a member of the International Relations Organization at U.Va. He shall be in charge of enforcing the rules and procedures outlined in this Amendment to the Bylaws, the Bylaws, and the Constitution, as well as Robert's Rules of Order if necessary.

2. Before beginning the meeting, the Chair shall ask for a volunteer to be a Sergeant-at-Arms. So long as this Sergeant-at-Arms is a member of the Organization, s/he shall be guaranteed a vote.
3. The incumbent President and Vice President shall serve as Vote Counters, and the Secretary shall take minutes of the business that occurs at this meeting.
4. For each set of options listed in the call, there will be cycles of a speaker in favor of each option, in the order they are listed, and a speaker general to the topic. The Chair of the Election Meeting shall ask for calling the question after three of these cycles, but may entertain a call earlier, so long as it does not interrupt a cycle of speakers.
5. After the question has been called, voters will rank their preferences for each option. Voters may vote for none of the options. Based on this alternative vote system, the first option to achieve the threshold necessary for approval (two-thirds for amendments to the Constitution; a majority for those to the Bylaws) shall be approved. If none of the options achieve this threshold, then no options shall be approved. After this, the results will be announced to the room, and the next set of options will be considered.
6. This will be used until the last set of options, which regards the order of elections. There will be an unmoderated caucus, the length of which will be determined by the members present, for the purpose of writing amendments which will determine the order of elections. These options will then be submitted to the Chair, and spoken on and voted on in the same manner as used for the other sets.

### ***Amendments to the Bylaws***

#### **Bylaw Amendment I**

*Approved at a Special Meeting on November 2, 2016*

For each position being elected, before the candidates give their speeches to the membership, there will be a one (1) minute speech by the outgoing holder of the position, so long as s/he is not running for reelection. This speech will be general to the topic, for the purpose of recognizing the important things to consider when considering a candidate for the office. If the outgoing holder is running for reelection, the President of the Organization will give this speech. The speaker is not allowed to endorse any candidate for the office. The candidates will be outside the room for this speech.

#### **Bylaw Amendment II**

*Approved at a Special Meeting on November 2, 2016*

If the Vote Counters and the Chair of the Election Meeting deem it appropriate, voting may be done through computers instead of by paper ballots. While a form on the internet may be used for voting, the Vote Counters are required to provide a computer for those who do not bring a computer to use.

#### **Bylaw Amendment III**

*Approved at a Special Meeting on November 2, 2016*

Instead of voting for one candidate at a time, eliminating candidates until one candidate receives a majority of the votes, voters will submit a ballot once, ranking their candidates in order of preference. The ranking will be "1" for the first choice of a voter, "2" for the second choice, and so on. The vote counters will then apply the Alternative Vote to determine the winner of the election.