

# **CONSTITUTION OF THE INTERNATIONAL RELATIONS ORGANIZATION AT THE UNIVERSITY OF VIRGINIA**

Approved on December 2, 2015 by a Two-Thirds Popular Referendum

As Amended at the Election Meeting on April 25, 2018

## **ARTICLE I: NAME**

The name of this Organization shall be The International Relations Organization at the University of Virginia.

## **ARTICLE II: MISSION STATEMENT**

The mission of the International Relations Organization (the Organization) is to educate students about world politics and international affairs through discussion, debate, and simulation and to promote an intellectual and social environment conducive to these aims.

## **ARTICLE III: MEMBERS**

Section 1. Any student of the University of Virginia shall be eligible for membership. A person shall be declared a member of the Organization upon payment of dues for the semester. The International Relations Organization's membership shall consist solely of students of the University of Virginia.

Section 2. The amount of the semi-annual dues to become a member shall be determined by the Executive Board and shall be payable on or before the day on which the Organization hosts its last regular meeting before an election meeting. After this date, the Executive Board reserves the right to reject someone's membership dues for that semester.

Section 3. Membership privileges include voting rights and conference attendance. These privileges shall be suspended until semester dues are settled. Special arrangements can be made with the Executive Board for those who are financially unable to pay dues or fees.

## **ARTICLE IV: OFFICERS**

Section 1. The officers of the Organization shall be:

- a) President
- b) Vice President
- c) Treasurer
- d) Secretary
- e) Secretary-General of the Virginia Model United Nations Conference (VAMUN)
- f) Secretary-General of the Virginia International Crisis Simulation (VICS)
- g) Editor-in-Chief of the Wilson Journal of International Affairs (the Wilson Journal)
- h) Two (2) Inter-Collegiate Coordinators
- i) Two (2) Members-At-Large
- j) Secretary-General of the Virginia Inter-Generational Model United Nations Conference (VIGMUN)
- k) Editor-in-Chief of the Global Inquirer Podcast

Section 2. These officers, as specified in Section 1, shall perform the duties prescribed by this Constitution, the bylaws of this Organization, and by the parliamentary authority adopted by the Organization.

Section 3. The officers of the Organization must come from the membership.

## **ARTICLE V: ELECTIONS**

Section 1. The following offices shall be elected at the Fall Election Meeting, in the following order: a)

- President
- b) Secretary-General of VAMUN
- c) Treasurer
- d) Secretary
- e) Editor-in-Chief of the Wilson Journal
- f) One (1) Inter-Collegiate Coordinator

Section 2. The following offices shall be elected at the Spring Election Meeting, in the following order:

- a) Vice President
- b) Secretary-General of VICS
- c) One (1) Inter-Collegiate Coordinator
- d) Two (2) Members-at-Large
- e) Editor-in-Chief of the Global Inquirer Podcast

Section 3. In the fourteen (14) days prior to an election meeting, members of the Organization may nominate any member of the Organization for the offices up for election at the upcoming election meeting. Nominees may either accept or decline their nomination. Nominations for an office will remain open until speeches begin for that office. Nominations and responses must be submitted to the current President.

Section 4. Officers shall be elected by secret ballot (*updated by Amendment IV*) to serve for the two (2) semesters following the one in which they were elected, or until a successor is elected. Their term of office shall begin at the close of the semester in which they were elected. The Editor-In-Chief of the Global Inquirer will serve as an appointed position until the Spring 2019 IRO Election. The winners of the Member-At-Large Election shall be determined by calculating which two candidates receive the highest rankings under the alternative voting system. If only one candidate participated, then a special election shall be conducted two meetings from that date in order to fill the second vacant post.

Section 5. No member shall hold more than one (1) Office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

## **ARTICLE VI: DUTIES OF OFFICERS**

Section 1. The duties of the President shall be to supervise the Executive Board, all Committees established by the Executive Board, standing and special, and the general substantive and administrative affairs of the Organization, and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization. The President shall attend and run all Executive Board, special, and regular meetings, shall be a signatory on all financial accounts, renew CIO status yearly, represent the Organization in all official capacities, and shall conduct or delegate all miscellaneous projects as they may arise.

Section 2. The duties of the Vice President shall be to assume the duties of the President in the case of the President's temporary or permanent absence, to oversee the planning and execution of activities for regular and special meetings, and such other duties applicable to the office as prescribed by the parliamentary authority

adopted by the Organization. The Vice President shall also attend all Executive Board, special, and regular meetings.

Section 3. The duties of the Secretary-General of Virginia Model United Nations Conference (VAMUN) shall be to organize and direct the substantive and logistical aspects of the Virginia Model United Nations Conference (VAMUN), a high school Model United Nations conference to be held once per academic year, to attend all Executive Board, special, and regular meetings, and perform other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization. Through a written application process, the Secretary-General shall appoint a secretariat to assist in the planning and execution of the conference, and shall hold training for staff, coordinating with the Executive Board as deemed necessary.

Section 4. The duties of the Secretary-General of Virginia International Crisis Simulation (VICS) shall be to organize and direct the substantive and logistical aspects of the Virginia International Crisis Simulation (VICS), a collegiate Model United Nations conference held once per academic year, to attend all Executive Board, special, and regular meetings, and perform other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization. Through a written application process, the Secretary General shall appoint a secretariat to assist in the planning and execution of the conference, and shall hold training for staff, coordinating with the Executive Board as deemed necessary.

Section 5. The duties of the Inter-Collegiate Coordinators (ICCs) shall be to organize member participation in collegiate Model United Nations conferences and function in the capacity of Head Delegates at conferences, to attend all Executive Board, special, and regular meetings, and perform other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization. Organization of participation in conferences includes: conference registration, position selection, recruitment of delegates, training of delegates (coordinating with the Executive Board as necessary), assignment of committee positions, and the Organization and supervision of travel and accommodation. In the event that an ICC is unable to attend a conference, the ICC may appoint a Head Delegate in his/her place.

Section 6. The duties of the Editor-in-Chief of the Wilson Journal will be to organize and direct all substantive and logistical aspects of the Wilson Journal of International Affairs, a journal for undergraduate research, released at a time determined by the Executive Board. Such duties shall include acquiring and editing appropriate submissions, formatting the journal for publication, designing and executing a plan for distribution of the published journal, coordinating the funding of the journal, and appointing an editorial board to assist in the production of the Journal. The Editor-in-Chief shall also attend all Executive Board, special, and regular meetings, and perform other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization.

Section 7. The duties of the Secretary shall be to take minutes of Executive Board, Regular, and Special meetings, keep records of the membership, maintain the email list, publicize Organization events, to attend all Executive Board, special, and regular meetings, and perform other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization.

Section 8. The duties of the Treasurer shall be to maintain all financial records, prepare monthly and end of fiscal year financial statements, file yearly updates with the Commonwealth of Virginia to maintain the Organization's status as an Incorporated entity, report on the Organization's financial status at each Executive Board meeting, reimburse Organization members in a timely manner, attend all Executive Board, special, election, and regular meetings, and perform other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization. The Treasurer is a signatory on all financial accounts and is charged with the preparation of a yearly budget.

Section 9. The duties of the Members-At-Large (MALs) shall be to represent the membership on the Executive Board, develop and implement programming in accordance with the membership's wishes, plan and carry out all social functions, assist the Executive Board in organizing and completing special projects, attend all Executive Board, special, and regular meetings, and perform other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization.

Section 10. The duties of the Secretary-General of the Virginia Inter-Generational Model United Nations Conference (VIGMUN) shall be to organize and direct the substantive and logistical aspects of VIGMUN, an inter-generational Model United Nations conference held once per academic year, to attend all Executive Board, Special, and Regular Meetings, and perform other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization. Through a written application process, the Secretary General shall appoint a secretariat to assist in the planning and execution of the conference, and shall hold training for staff, coordinating with the Executive Board as deemed necessary.

Section 11. The Duties of the Editor-In-Chief of the Global Inquirer shall be to recruit and organize the podcast's research and production staff, manage the logistics of the podcast, lead the production of weekly episodes, serve as the Podcast's host, attend all Executive Board, special, and regular meetings, and assist the Secretary-Generals of VAMUN, VICS, and VIGMUN.

## **ARTICLE VII: REMOVAL**

Section 1. A letter of resignation must be submitted to the Executive Board if any officer chooses to resign during his or her term of office. The Executive Board will then call a Special Election, in writing, under the conditions set forth for special meetings (Article VIII, Section 3) to be held within two (2) weeks after the date of the resignation letter. Nominations will be opened the date of the resignation letter.

Section 2. In the event that an officer other than the President becomes incapacitated or a vacancy arises without a letter of resignation, the date of resignation shall be determined by the Executive. An election, in the same manner as described in Article VII, Section 1, shall proceed.

Section 3. In the event that a resignation or vacancy arises in the office of the President, the Vice President automatically becomes President and an election for Vice President, held in the same manner as described in Article VII, Section 1, shall proceed.

Section 4. The President, three (3) Executive Board members, or ten (10) members of the Organization may initiate the process of impeachment of an officer. All cases must be submitted to the Executive Board in writing. The Executive Board must have a majority vote in favor of impeachment to bring the case to a vote by the Organization. At which time the President shall call a special meeting under the provisions of Article VIII, Section 3. The accused and the accuser(s) shall each have five (5) minutes to speak. The accused shall not be present for the following debate. Unlimited speakers shall be allowed. Voting procedure shall occur according to the Parliamentary Authority adopted by the Organization excepting that two-thirds of the vote is needed to impeach. If an officer is impeached, his/her position shall be filled in accordance with the provisions for Special Elections, as described in Article VII, Section 1.

## **ARTICLE VIII: MEETINGS**

Section 1. Regular Meetings of the Organization shall be held once per week during the fall and spring semesters excluding examination days and University Holidays unless otherwise ordered under the provisions set forth for special meetings in Article VIII, Section 3.

Section 2. The last regular meeting of the fall and spring semesters shall be known as the Election Meeting, and shall be for the purpose of electing officers, receiving reports from officers and committee chairs, and for other business that may arise. The chair of the Election Meeting may not be a candidate for any position up for election in that meeting.

Section 3. Special Meetings may be called by the President, the Executive Board, or upon written request of ten (10) members of the Organization. The purpose of the meeting shall be stated in the call. No business other than that declared in the call shall be transacted. Except in cases of emergency, at least one (1) weeks' notice shall be given.

Section 4. One-fourth (1/4th) of the membership of the Organization shall constitute a quorum at all Regular, Special, or Election Meetings.

## **ARTICLE IX: THE EXECUTIVE BOARD**

Section 1. The officers of the Organization shall constitute the Executive Board (the Board).

Section 2. The Executive Board shall have general supervision of the affairs of the Organization, fix the hour and place of meetings, make recommendations to the Organization, and shall perform other duties as are specified in this Constitution and the Bylaws. The Board shall be subject to the orders of the Organization, and none of its acts shall conflict with action taken by the Organization.

Section 3. Unless otherwise ordered by the Board, the President shall set regular meetings of the Executive Board. Special meetings of the Board may be called by the President or may be called upon by the written request of three (3) members of the Board. No business other than that declared in the call shall be transacted.

Section 4. Five (5) members of the Executive Board constitute a quorum for Executive Board Meetings. Voting is conducted by simple majority, unless otherwise specified by the Bylaws or the parliamentary authority adopted by this Organization.

Section 5. The Executive Board reserves the right to conduct disciplinary action. Any member may bring a complaint to the Board at which time the Board is charged with determining if membership privileges as enumerated in Article III, Section 3, should be suspended or more serious action taken. The offense will include any breach of contractual and/or other stated actions that may cause action to be taken against the Organization, at which time the President shall call a Special Meeting under the provisions set forth in Article VIII, Section 3. Voting procedure shall occur according to the parliamentary authority adopted by this Organization. If the offense is in violation of the Honor Code, a representative from the Executive Board has the right to submit the case to the Honor Committee.

Section 6. An appeal of an Executive Board or Board member decision can be made by calling a special meeting under the provisions outlined in Article VIII, Section 3. A two-thirds majority vote of the Organization's membership is required to overrule a decision made by the Executive Board or a Board member.

## **ARTICLE X: COMMITTEES**

Through the Bylaws, the Executive Board may establish committees to carry out various functions set forth by this Constitution and the Bylaws. The rules, duties, composition, and authority of these committees shall be established in the Bylaws, this Constitution, or by the Executive Board, with this Constitution, followed by the

Bylaws, taking precedence. Any secretariat, editorial board, or other committee established by an officer of the Organization will be considered a committee by this Constitution.

## **ARTICLE XI: NON-DISCRIMINATION CLAUSE**

The International Relations Organization at the University of Virginia does not restrict its membership, programs, or activities on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family and genetic information.

## **ARTICLE XII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution, the Bylaws, or any other rules of order the Organization may adopt.

## **ARTICLE XIII: AMENDMENT OF THE CONSTITUTION**

This Constitution may be amended at the Fall or Spring Election Meetings, or at a Special Meeting called by any member, with a two-thirds vote of the Organization's membership (*clarified by Amendment I*).

## **ARTICLE XIV: BYLAWS**

Section 1. Additional rules regarding this Organization, its members, its officers, and its events shall be recorded in The Bylaws of the International Relations Organization at the University of Virginia (the Bylaws).

Section 2. Rules within the Bylaws cannot contradict nor challenge any rules set forth within this Constitution. If there is a discrepancy between the Bylaws and this Constitution, any and all portions of the Bylaws in a discrepancy will be automatically declared void.

Section 3. Any changes to the Bylaws shall be approved by either a majority vote of the Executive Board or a majority vote of the Organization's membership at a Regular, Special, or Election Meeting.

## ***AMENDMENTS***

### **AMENDMENT I**

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

Any vote thresholds within this Constitution or the Bylaws shall be in proportion to those present at a meeting where a vote takes place, not the proportion of the group (e.g. the Executive Board, the membership, a committee), so long as quorum and other requirements have been met.

The quorum required for any election by the membership in the Organization shall be one-fourth (1/4th) of the Organization's members.

An amendment to the Constitution must be submitted to the Executive Board at least one (1) week before it is to be voted on.

## **AMENDMENT II**

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

All candidates for office shall have ten (10) minutes of speaking time. Each candidate may use the time however they choose, and may include speaking from other members of the Organization or interaction with the audience.

## **AMENDMENT III**

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

## **AMENDMENT IV**

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

The Secretary-General of the Virginia Inter-Generational Model United Nations Conference (VIGMUN) shall no longer be elected by the membership, but instead appointed by the President of the Organization, and confirmed by the Executive Board.

## **AMENDMENT V**

*Approved at the Election Meeting on November 30, 2016*

1. Strike Article V, Section 1, Subsection e) "One Member-At-Large"
2. Amend Article V, Section 2 to the following: "
  - a) Vice President;
  - b) Secretary-General of VICS;
  - c) One (1) Inter-Collegiate Coordinator;
  - d) Two (2) Members-at-Large"
3. Amend Article VI, Section 9 to the following: "The duties of the Members-At-Large (MALs) shall be to represent the membership on the Executive Board, develop and implement programming in accordance with the membership's wishes, plan and carry out all social functions, assist the Executive Board in organizing and completing special projects, attend all Executive Board, special, and regular meetings, and perform other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization."
4. Add the following to Article V, Section V: "The winners of the Member-At-Large Election shall be determined by calculating which two candidates receive the highest rankings under the alternative voting system. If only one candidate participated, then a special election shall be conducted two meetings from that date in order to fill the second vacant post."
5. Hold a Special Election during the Fall 2016 General Election Meeting for (1) Member-At-Large