

## **International Relations Organization Constitution**

Signed and Adopted on November 28th, 2022. Amended on November 27th, 2023.

### **Article. I. NAME AND PURPOSE.**

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#### **Section. 1.**

The name of this organization shall be: International Relations Organization (IRO).

#### **Section. 2.**

MSU International Relations Organization seeks to educate the next generation of Spartan leaders by providing a venue to discuss, debate, and explore solutions to international issues through teamwork, diplomacy, and collaboration, as well as engaging in competition at intercollegiate Model United Nations conferences.

#### **Section. 3.**

This unincorporated association is organized exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **Article. II. MEMBERSHIP.**

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#### **Section. 1.**

The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also, only MSU students may be officers and members.

#### **Section. 2.**

A student becomes a member of IRO through the payment of yearly membership dues, which will be set by the IRO Executive Board, hereafter, E-Board. Yearly membership dues are non-refundable payments.

#### **Section. 3.**

A student remains a member in good standing with IRO through adherence to the following rules and regulations:

Adherence to policy against sexual misconduct and relationship violence and anti-discrimination as defined by Michigan State University's Policy on Relationship Violence and Sexual Misconduct, the Michigan State University Anti-Discrimination Policy and any additional relevant university policy;

Refraining from actions which jeopardize a healthy club environment and/or result in discomfort or discontent among members of IRO;

Refraining from attempts to subvert or unduly influence the processes outlined in this constitution, especially in regards to conference and committee placement;

Adherence to all binding contracts entered between members and the organization, including, but not limited to, the travel contract.

Adherence to all laws under the state of Michigan and the federal government of the United States of America.

A member in good standing with IRO is privileged and entitled to the opportunity for participation in events and activities as sanctioned by E-Board.

No member in good standing is guaranteed a position or participation in any sanctioned event or activity.

#### **Section. 4.**

The membership status of a student is suspended upon the opening of an investigation into conduct which may stand in violation of art. II, § 3, cl. 1. of this constitution.

An investigation is opened by E-Board following a report of any potential breach of conduct to any IRO officer; all submitted reports will be treated seriously and respectfully.

E-Board shall not open or conduct investigations into alleged violations of the Michigan State University Policy pertaining to Relationship Violence and Sexual Misconduct and Anti-Discrimination Policy. Instead, all alleged violations must be reported immediately to the Office of Institutional Equity per University policy.

Before the opening of an investigation, E-Board shall convene to determine the mechanisms of any investigative actions in consultation with the wishes of the survivor and/or affected parties; Any mechanism or actions taken by E-Board must be approved by a unanimous vote by all

sitting E-Board members not including those who have recused themselves from the investigation.

E-Board members are expected to recognize their own bias and excuse themselves from voting if they do not believe they can be impartial in decisions regarding disciplinary or investigative measures; or if an E-Board member or the survivor and/or affected party recognizes a bias, the E-Board member in question shall be excused from voting following a unanimous vote of the remaining E-Board members.

In the instance a member of E-Board is accused of any such breach of IRO rules and regulations, their membership shall be suspended;

A suspended member of E-Board shall be relieved of their title and duties toward IRO;

The responsibilities of the officer in question shall be assumed by the remaining members of E-Board as determined by the investigative mechanisms created upon the opening of an investigation;

Whereupon a member of E-Board is found in violation of IRO rules and regulations, E-Board will automatically initiate impeachment proceedings.

A student found in violation of IRO rules and regulations will receive disciplinary action as deemed fit by the unanimous decision of the voting members of E-Board.

A student not found in violation will receive the full restoration of their membership status and all privileges associated with it.

IRO reserves the right to bar membership of individuals found in violation of Michigan State University Policy pertaining to Relationship Violence and Sexual Misconduct and Anti-Discrimination Policy as well as anyone found guilty of criminal sexual misconduct.

In the instance that sexual misconduct occurs at an event hosted by a conference, E-Board shall report the incident to the Secretariat of said conference with the consideration of the survivor's wishes.

In the case of potential or alleged violation of university policy, E-Board is obligated to communicate with relevant University or legal personnel surrounding appropriate action.

These policies also extend to non-members at IRO-sanctioned events attending as guests of members as well as members from another delegation on a conference, at social events, meetings, etc.

## **Article. III. OFFICERS.**

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### **Section. 1.**

The E-Board of IRO shall consist of six officers, defined as the: President, Vice-President of Finance and Operations, Vice-President of Development, Vice-President of Membership, and two Vice-Presidents of Conference Preparation.

The terms of an E-Board and its officers shall be set to one full academic school year, beginning immediately upon the date of election and ending upon the conclusion of the election proceedings of a new E-Board.

### **Section. 2.**

The responsibilities of the President shall be: to act as the chief executive officer of IRO, overseeing the individual functions of the remaining officers and commanding the general direction of the organization. Upon the request, the president may assist any other officer with their duties on E-Board.

The President may invoke special powers in governing the affairs of IRO, which include;

Veto power over decisions made by E-Board;

Acting as the tie breaking vote in E-Board proceedings;

Convening all IRO officers for administrative meetings;

Setting the agenda for all IRO meetings, general membership, and E-Board;

Appointing interim replacements for vacant positions on E-Board prior to any election.

The veto power of the president may not override a supermajority of E-Board members and can be overridden by a 2/3rds vote of all officers.

The President presides over general membership and E-Board meetings, but is responsible for delegating meeting time to the other officers.

Disputes between E-Board members must be resolved through the mediation of the President; In the instance there is a dispute between the President and another member of E-board, the mediator will follow in the line of succession.

The President oversees and maintains IRO's affairs and relationships with university personnel and other Model United Nations Organizations.

The President will be given access to the bank account of IRO alongside the Vice-Presidents of Finance and Operations and of Development.

### **Section. 3.**

The Vice-President of Finance and Operations is responsible for all financial record keeping and logistical planning pertaining to IRO conferences and events. The VP of Finance and Operations must sign off on all financial expenditures from the IRO budget.

The VP of Finance and Operations must create a budget in coordination with the Vice-President of Development, which must be presented to the entirety of E-Board by the end of the Spring academic semester.

The budget formulated by both the VP of Finance and Operations and the VP of Development must be aligned with the next academic year.

The VP of Finance and Operations develops logistical plans relevant to all conferences and events including but not limited to, booking hotel rooms, transportation, and other relevant arrangements. The payments for these services as well as payments toward conference registration, must be completed by the VP of Finance and Operations after approval by the President.

Before a conference, the VP of Finance and Operations must hold a logistics meeting in which they administer travel forms and a detailed itinerary and plan for all attending members.

The VP of Finance and Operations must maintain all aspects of the IRO's status as a 501(c)(3) tax-exempt organization, including filing tax returns in August of every year, ensuring compliance with 501(c)(3) requirements, and any other duties that may arise with regard to maintaining 501(c)(3) status.

The VP of Finance and Operations must hold monthly finance updates pertaining to the budget.

In the absence of the president, the VP of Finance and Operations is responsible for fulfilling the duties and responsibilities of that position.

#### **Section. 4.**

The Vice-President of Development is responsible for all fundraising initiatives and for the general intake of money including;

Yearly membership dues;

Conference dues;

IRO sanctioned events and outings.

The VP of Development is responsible for establishing a payment plan with members of the organization if they cannot meet the times for payment set out in the constitution

The VP of Development is responsible for the collection and depositing of acquired money into the IRO bank account in a timely manner.

A budget must be created by the VP of Development and the VP of Finance and Operations for the next academic year, which must be presented to E-Board by the end of the Spring academic semester

The VP of Development will form and maintain strategic partnerships with university offices and administrations, hall governments, ASMSU, RHA, businesses, nonprofits, other RSOs, and any other relevant organizations or people for both financial and other beneficial purposes.

The VP of Development may hold fundraising events and is responsible for their organization and the recruitment of members to staff any events.

Receipts for tax deduction purposes must be written by the VP of Development upon the intake of any and all money into IRO.

#### **Section. 5.**

The Vice-President of Membership shall be responsible for overseeing the relations between general membership and E-Board, as well as the relations between general members.

The VP of Membership will communicate with general members through weekly emails at a minimum.

The VP of Membership will be responsible for recording minutes of E-Board and general membership meetings.

Recruitment initiatives will be overseen by the VP of Membership through the organization of recruitment events and management of the social media presence of IRO, updating the website, and taking attendance at club events and meetings.

The VP of Membership retains the power to plan membership events without the VP of Finance and Operations except for events where the spending of money is included.

The VP of Membership will serve as an intermediary coordinator of IRO/MSUMUN membership and shall be a member of MSUMUN staff.

## **Section. 6.**

There shall be two Vice-Presidents of Conference Preparation, whose responsibilities are to prepare and train members for conferences.

The VPs of Conference Preparation may hold weekly office hours or events to enhance the skills of IRO members in debate, argumentation, writing, and conference procedure. All matters pertaining to position papers, committee research and other related topics are also the responsibilities of the VPs of Conference Preparation to teach to members.

The VPs of Conference Preparation are responsible for holding “one-on-one” meetings with all members on the conference roster before a conference to prepare them for their committee.

The planning and production of all IRO simulation committees are to be undertaken by the VPs of Conference Preparation.

The VPs of Conference Preparation are to keep a record of member actions and performance in meetings and simulations, as well as to provide feedback for all members if and when appropriate.

The role of primary head delegate on a conference is retained by the VPs of Conference Preparation.

## **Section. 7.**

All E-Board members get one vote, which will be weighed equally. All decisions requiring a vote must be approved by a simple majority. Officers are allowed to abstain.

While all members of IRO are able to voice their opinions on organizational matters, only E-Board members are capable of voting.

## **Section. 8.**

All officers of E-Board, except for the President and the Vice-Presidents of Conference Preparation, may hire two assistant vice presidents (AVPs). The VPs of Conference Preparation will be allowed two AVPs between them.

AVPs are not to have any power in the decision making process of IRO and hold no authority over general membership.

Officers may design an application procedure to their own specifications, which are not reserved in this constitution, and may then present their preferred candidates to E-Board.

Applicants must be members of IRO in good standing and remain in good standing for the duration of their term.

The term length of an AVP lasts up until the election of a new E-Board whereupon they will be absolved of their responsibilities.

An AVP is only hired following the unanimous approval of all members of E-Board and the acceptance of the role of Assistant Vice-President, which is to be offered to the applicant following E-Board confirmation.

In accepting the role of AVP, a member is expected to show commitment and dedication to IRO through;

Completion of tasks as assigned by the supervising Vice-President;

Timely Communication with the supervising Vice-President;

Consistent attendance at general membership meetings, as well as other IRO sanctioned events;



Respectful behavior toward IRO members and officers, in addition to organizations and entities both inside and outside of Michigan State University when representing IRO.

An AVP may be relieved of their position if they fail to meet the above conditions.

Before dismissal, it is the responsibility of the supervising Vice-President to address and attempt to work through any difficulties. If the AVP's conduct has not been adjusted to the satisfaction of the supervising Vice-President, they retain the authority to dismiss any AVP with the unanimous approval of E-Board.

In the case an AVP has been dismissed, it is the role of the supervising Vice-President to notify the AVP of their dismissal and begin appropriate action to fill the position.

An E-Board member may be permitted to seek a third AVPs by unanimous confirmation of E-board to be later confirmed by E-Board.

## **Section. 9.**

A motion to initiate impeachment proceedings may be made by any member in good standing; A motion to impeach must be made toward any member of E-Board during a general membership meeting; to pass, the motion must receive a 2/3rds majority of the present members in good standing.

If the motion to impeach has passed, E-Board must schedule the proceedings for the next general membership meeting; an email regarding the proceedings must be sent out immediately to the general body; the E-Board member in question will be suspended of their duties for the duration of the period between the passing of the motion, and the impeachment proceedings.

The proceedings for impeachment will be as follows:

The two highest ranking officers will chairs the proceedings;

Only members in good standing may participate in the impeachment proceedings;

A 5 minute speech to be given by the mover justifying their decision;

A 5 minute speech to be given by the officer facing impeachment with the ability to yield their time to other members;

The chair may accept motions;

A 2/3rds majority vote is required to remove an officer, all numbers must be kept confidential and will be counted only by the chairing officers.

The line of succession will follow in the order of: President, VP of Finance and Operations, VP of Development, VP of Membership, and the VPs of Conference Preparation.

In the event that one of the positions is vacated through removal or resignation, the following will occur;

Elections shall take place no later than 28 days after the position has been vacated;

A new officer shall fulfill the remainder of the term of the preceding officer;

If the opening is the office of the President, the next in line of succession will take on presidential responsibilities and oversee election procedures.

In the event of a resignation or removal that occurs near the end, or after the end, of a semester (meaning that the 28 day period to hold an election ends after the end of classes in that semester's academic calendar) the 28 day period shall begin not upon the resignation or removal but shall begin the first day after the first General Membership meeting of the following semester.

## **Section. 10.**

In addition to being a member in good standing, and a student at MSU, the only restriction(s) placed on eligibility for E-Board is the following;

No member of E-Board may accept a nomination for the positions for Secretary-General, or Deputy Secretary General of MSUMUN. Additionally, no member of E-Board may apply to be a member of Secretariat;

No member of Secretariat for MSUMUN may accept a nomination for an E-Board position;

Should a member of either E-Board or Secretariat wish to apply to or be nominated for the other, they must first resign from their current position.

## **Article. IV. OPERATING PROCEDURES.**

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### **Section. 1.**

E-Board meetings will be open and announced at least 48 hours before they are scheduled to occur unless specified as private.

An E-Board meeting must consist of at least 66% (4/6) of all sitting officers to constitute an official meeting.

Any official decisions made in a meeting not previously announced shall be considered non-binding.

The meeting will be presided over by the President with all members of the E-Board given the opportunity to present information.

Any cancellation of an E-board meeting must be done so 24 hours in advance and be accompanied by a communication sent to the general membership.

### **Section. 2.**

General membership meetings will be open to the public; the time and place of these meetings will be established by E-Board prior to the first meeting of the year and are subject to change.

General membership meetings will be the primary forum of communication between E-Board and general membership, as well as the main medium of training and club interaction.

### **Section. 3.**

All members will pay a fee set by the E-Board for conference attendance; the collection of this fee will be equally divided into two deposits;

The first deposit will be collected at least one week before the collection of the second deposit;

Up until the date of the second deposit, the first deposit will be fully refundable;

If the deposits are not even dollar amounts, they may be rounded to the nearest dollar.

IRO members retain the right to drop with a full refund for any reason until the due date of the second deposit.

If a member drops following the date of the second deposit, they are not entitled to receive a refund except in the instance that E-Board can fill the member's position on the roster.

In cases of extenuating circumstances, a full refund may be received for a trip that is not full, at the discretion of E-Board.

#### **Section. 4.**

Prior to the formation of a conference roster, E-Board must produce and distribute an application to attend conference; the exact contents of the application will be decided upon by the presiding E-Board; however, contents must include means to evaluate;

Member experience and skill, including but not limited to, awards won, sim performance, and number of conferences in and outside of IRO;

Prior service to IRO, including but not limited to, positions, attendance, time spent in IRO, behavior, effort, and attitude.

At the beginning of every year, E-Board shall be required to explain its weighing and consideration of members regarding roster placements.

Only members in good standing shall be eligible to apply for a conference.

Placements for conference roster selection shall begin with the placement of attending officers; following this, E-Board will debate and select members for the roster.

E-Board will be given the option to either add members to the roster or the waitlist as determined through their deliberations.

E-Board must use the criteria in the application to guide their decisions; However, all final decisions are left to the discretion of E-board.

Waitlisted members shall be selected to go on conference when a position opens on the roster; The waitlist must be organized and ordered with the same criteria used during initial roster selection.

Applicants must be emailed their status on the roster no later than 24 hours past initial roster selection.

Applicants selected to enter the roster must confirm their position at least one week after roster selection, or forfeit their position.

Those on the roster are expected to attend all required events and meet all required criteria as communicated by E-Board

### **Section. 5.**

E-Board must create and issue an application to all members selected on the roster; the application must contain contents to evaluate similar to that outlined in art. IV, § 4, cl. 1, as well as an opportunity for members to select their preferred committees with an explanation of their reasoning for each choice.

At least one week must be given to members for completing the committee placements form.

Committee placements shall be decided in two parts;

E-Board members will place themselves, pending the concurrence of the rest of E-Board;

The remaining members of the roster will be placed in coordination with an evaluation of the quality of a members application, commitment to IRO, time in IRO, attitude, skill, experience, and any other quality E-Board may consider important in the placement of members.

At the beginning of every year, E-Board shall be required to explain its weighing and consideration of members regarding committee placements.

Following the completion of committee placements, members will be emailed their committee assignment.

### **Section. 6.**

Head delegates must be a member of E-board and be present at every IRO-sanctioned conference.

## **Section. 7.**

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3).

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an unincorporated association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an unincorporated association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon the dissolution of this organization, assets shall be distributed to the Michigan State University Model United Nations organization provided that the organization is exempt under section 501(c)(3) at the time such dissolution takes place.

If the Michigan State University Model United Nations organization is not exempt under section 501(c)(3) at that time, the organization's assets shall be distributed to the federal government, or to a state or local government, for a public purpose.

## **Article. V. ELECTION PROCEDURES.**

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### **Section. 1.**

The nomination process will begin at least one week before elections; persons shall be nominated and seconded to a position by notifying the President in writing or by a motion in front of the general membership. Persons must be nominated and seconded by different members; persons may not nominate themselves or second their own nominations.

All those nominated must be current members of IRO in good standing and must be nominated and seconded by a member in good standing.

The procedure for elections will run as follows:

Elections will be split-up according to position following down the line of succession;

Each candidate will speak for up to four minutes while the other candidates are away from the election site; speaking order will be randomly assigned; there will be no yields on these speeches.

Immediately following the speeches, all candidates will assemble in the form of a panel; This panel will have both an encompassing time limit and an individual speaking time; the encompassing time limit will be two minutes for each candidate; the individual time limit will be thirty seconds per question or comment with the candidate having thirty seconds to respond; The only instance where another candidate would be permitted to respond is if the initial respondent critiques another member of the panel — in this case, a thirty-second response will be allowed. No follow-ups are permitted;

The outgoing President will moderate the panel; in the event that this person is running again, the moderator will be a graduating senior appointed by the outgoing E-Board.

## **Section. 2.**

Candidates win with a simple majority vote; in the event that no majority is achieved, the two candidates with the highest plurality will compete in a run-off election until one gains a simple majority.

Only members of IRO in good standing are eligible to vote in E-Board elections.

## **Section. 3.**

In the special case of Conference Preparation positions in which multiple Vice President positions are up for election - or a similarly structured position - elections will be conducted in a ranked choice format.

Members will rank any number of the candidates in order of preference on one ballot. Each name can only be written once. Then, all first choice votes are counted. If a candidate receives a majority of votes they are elected the relevant ballots are recast towards the second ranked candidate in the next round of counting.

If a majority is not received by any candidate, then the candidate with the least first choice votes is dropped from the race and relevant ballots' votes are recast to the second ranked choice during the next round of counting. This process continues in rounds until all positions are filled.

#### **Section. 4.**

After an election has occurred, the next E-Board meeting will be a mandated transitional meeting including both the outgoing E-Board and the newly elected E-Board to ensure a seamless transition of responsibility and ensure the new E-Board understands their duties.

As other E-Board meetings, this meeting must consist of 66% (4/6) of both the newly elected and outgoing sets of E-Board to constitute an official transitional meeting.

If any new or outgoing members are not able to go to the meeting, they are obligated to contact their E-Board counterpart to discuss the transition of responsibility and ensure the new E-Board member understands their duties.

Only one transitional meeting is mandated, however more may be established by the E-Boards if they are needed to ensure the seamless transition of responsibility and duty.

One-on-one meetings between the new and old members of the E-board to discuss responsibility and duty of their role will be recommended but not mandated.

### **Article. VI. AMENDMENTS.**

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#### **Section. 1.**

Amendments may be presented by any member in good standing at any point in time, by writing, to the president.

All amendments required by Michigan State University shall be added automatically, without voting procedure.

#### **Section. 2.**

The president will announce any and all proposed amendments at the beginning of the general membership meeting following the initial submission of any amendment.



A proposed amendment requires a one-third majority of members in good standing to be considered; if the amendment passes, E-Board must schedule a voting procedure at the next general membership meeting.

Voting procedure during the general membership meeting will function as follows:

All proposed amendments will be distributed to the general membership and a two-minute speaking time will be allotted to the mover of the amendment under consideration;

A ten-minute moderated caucus, chaired by the President, will then ensue with a speaking time of 30 seconds to debate the merits of the amendment under consideration;

Once the speakers or time is exhausted all members present then vote; A two-thirds majority is required for the approval of all amendments.

### **Section. 3.**

At the majority decision of the E-Board, multiple substantive amendments to the constitution will be presented to the body as a “constitutional rewrite” and will be presented and passed as would a single amendment.

### **Section. 4.**

If an amendment is changing the officer positions or duties as laid out in Article III, it will not go into effect until the next election cycle.

## **Article. VII. ADOPTION AND SIGNATURES.**

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### **Section. 1.**

This document shall be adopted as the constitution of the Michigan State University International Relations Organization on November 28, 2022.

**Section. 2.**

Upon its official adoption this document shall be signed below by all sitting officers of the organization in order of succession.



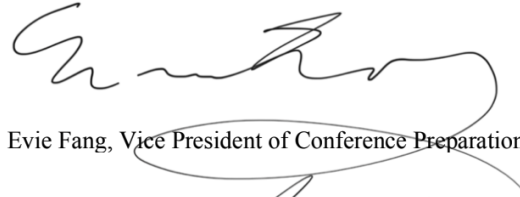
Ali Cramer, President



Anna Rehm, Vice President of Membership



Ethan Biederman, Vice President of Finance and Operations



Evie Fang, Vice President of Conference Preparation



Seth Merryman, Vice President of Development



Gavin Trostle, Vice President of Conference Preparation