



# UNITED NATIONS ASSOCIATION *of the United States of America*

A PROGRAM OF THE UNITED NATIONS FOUNDATION  
Columbia University-wide Chapter

## **Constitution and Bylaws of the United Nations Association of the United States of America (UNA USA)**

*of*  
**the Columbia University-wide Chapter**



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UNITED NATIONS  
FOUNDATION



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## NONDISCRIMINATION POLICY

The United Nations Association of the United States of America (UNA USA) of the Columbia University-wide Chapter (CUWC) maintains that although "Columbia is a decentralized university—meaning that most of the activities and resources related to [e.g., intellectual life and community citizenship; student life] are school-specific—there can be enormous value in bringing together those with shared interests and expertise from across our different schools" (Goldberg, para. 5, 2015). Therefore, consistent with Columbia University's commitment "to providing a learning, living, and working environment free from unlawful discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members" (CU, para. 1); UNA USA CUWC adheres to Columbia University's commitment to non-discrimination. In this manner, UNA USA CUWC does not discriminate "against any person on the basis of race, color, religion, sex, gender, pregnancy, age, national origin, disability, sexual orientation, marital status, status as a victim of domestic violence, citizenship or immigration status, creed, genetic predisposition or carrier status, unemployment status, partnership status, military status, or any other applicable legally protected status" (CU, para. 3). Moreover, the UNA USA CUWC affirms the Office of University Life's commitment to Inclusion & Diversity and maintains that the "Columbia community is rich in its diversity, with students, faculty and administrators from every walk of life and part of the world. Myriad organizations, resources, and academic offerings within Columbia's schools and within the University itself provide opportunities for intellectual exploration, social gathering, and more" (Student Life, para. 1 2015).

Goldberg (2015): <http://universitylife.columbia.edu/blog/office-university-life-blog/2015/02/welcome-new-office-university-life>

CU (2014): <http://eoaa.columbia.edu/columbia-university-non-discrimination-statement-and-policy>

Student Life (2015): <http://universitylife.columbia.edu/student-life/inclusion-diversity>

## ARTICLE I - NAME

The name of this student organization to which this document references is *The United Nations Association of the United States of America (UNA-USA) of the Columbia University-wide Chapter (CUWC)* hereinafter referred to as *UNA-USA CUWC*.

## ARTICLE II - PURPOSES

The purpose of the UNA-USA CUWC is to strengthen the relationship between individual's within member states—including but not limited to students, and the United Nations (UN)—in an effort to raise public awareness about the work of the UN; as well as to assist in the university-wide promotion of the UN's goals. The UNA-USA CUWC seeks to educate members and students alike, about the vital work of the UN on matters pertaining to a) the implementation of the Sustainable Development Goals; b) environmental health and sustainability; c) economic and social welfare of the global civil society; d) human rights and humanitarian affairs; and e) peace, security, and disarmament. Accordingly, UNA-USA CUWC advocates for the importance of forging a strong relationship between the UN, its member states and the Columbia University-wide community; finally, UNA-USA CUWC establishes a network of student UN supporters with the objective of mobilizing them to collectively utilize this network as a path toward cultivating a generation of globalized leaders distinguished by their ethos, pragmatism, and commitment to building a sustainable future.

## **ARTICLE III - MEMBERSHIP**

**Section 1. Composition.** The UNA USA CUWC shall be composed of eight (8) elected student leader positions that comprises the UNA-USA CUWC Leadership Council:

- a. President
- b. Vice President
- c. Parliamentarian
- d. Treasurer
- e. Secretary/Digital Producer
- f. Public Relations Officer
- g. Marketing & Communications Officer
- h. Logistics Officer
- i. Technical Operations Officer

### **Section 2. Criteria for Student Election**

- a. Students shall be in acceptable academic standing and enrolled in either a certificate or a degree granting program at any of the schools or affiliates of Columbia University.
- b. Students shall maintain an active registration status throughout the period they are participating in an elected student leader position at UNA-USA CUWC.

### **Section 3. Participation Requirements and Responsibilities of Student Leaders**

- a. Student Leaders are required to not exceed more than three (3) unexcused absences from Columbia UNA-USA meetings within one academic year.
- b. Student Leaders are required to regularly maintain consistent open lines of communication between themselves and the Leadership Council.
- c. Student Leaders are required to closely adhere to their respective duties as depicted in Article V, Sections 1-9.
- d. Student Leaders are required to administer their aforementioned responsibilities with utmost professionalism and carry out their duties in their entirety in an efficient and timely manner.
- e. Student Leaders are required to conduct themselves with decorum commensurate with established guidelines of the United Nations' Rules of Procedure; as well as in adherence to Columbia University's Student Conduct and Community Standards guidelines.
- f. It is incumbent upon Elected Leaders to be present at all Columbia UNA USA events (e.g., conferences) and to participate in at least  $\frac{2}{3}$  of Columbia UNA USA's activities (e.g., film screenings, speakers series).

### **Section 4. Election of Student Leaders**

- a. Students must submit a statement of intent to the UNA USA CUWC Leadership Council by the deadline in order for the student's name to appear on the ballot as a candidate.
- b. The elections for Student Leaders shall be held once per year and take place by April 15th of every calendar year.
- c. All Student Leaders shall each be elected for a one year term.

## **Section 5. Term of Office**

- a. Student Leaders shall begin their term of office upon election.
- b. Student Leaders shall serve until the end of their term of office or the election of their successor, whichever comes first.
- c. Upon graduation, students elected as Leaders can only complete their term of office pending admission and enrollment into another certificate or degree granting program at any of the schools or affiliates of Columbia University.

## **Section 6. Resignations**

- a. An official letter of resignation must be submitted in writing either electronically or in letter format to the Columbia UNA-USA President and Vice President including the date, reason(s) for the resignation and the resigning Student Leader's signature.
- b. The President shall confirm in writing either electronically or in letter format acceptance of the written resignation within forty-eight (48) hours to the resigning Student Leader and copy the acceptance to the Vice President and Secretary / Digital Producer.
- c. Upon acceptance of the resignation the position becomes vacant and shall be filled in accordance with Article III, Section 4.

## **Section 7. Expulsion**

- a. Expulsion means the removal from a position on the Leadership Council.
- b. A Student Leader expelled from the Columbia UNA-USA Leadership Council shall not be eligible to attend Special Meetings as per Article VIII, Section 2.
- c. A Student Leader with at least three (3) unexcused absences shall be reviewed for expulsion.
- d. Student Leaders that lapses in their contributions toward or attendance of Columbia UNA-USA events and activities shall be reviewed for expulsion.
- e. Student Leaders may be reviewed for expulsion for justifications beyond the above-mentioned.
- f. A vote for expulsion requires a 2/3 vote of the Columbia UNA-USA Leadership Council.
- g. A motion for expulsion may only be introduced by written petition stating the reasons for expulsion and signed by at least one-third (1/3) of the Columbia UNA-USA Leadership Council..
- h. All Student Leaders including the student being reviewed for expulsion must receive written notice of the motion for expulsion at least seven (7) days prior to the expulsion hearing and vote.

## **Section 8. Vacancies**

- a. A vacancy in any Student Leader position shall be filled by the next runner(s)-up from the most recent election until the next Spring election occurs.
- b. If there is no runner-up, or if the runner-up declines, the Columbia UNA-USA Leadership Council may nominate a student to be presented at an agreed upon time to hold a Special Meeting as per Article \_\_, Section \_\_, where the prospective Student Leader must then be voted in by a majority.
- c. If the position remains vacant following the Spring election as per Article III, Section 4b, then the position remains vacant until a Special Meeting is held to fill the vacancy during the Autumn semester.
- d. In the event that an active Student Leader runs for an open position and is not elected to the new position, they shall return to their original position.



## **Section 9. Participation Requirements and Responsibilities of Student Ambassadors**

- a. Student Ambassadors are required to not exceed more than three (3) unexcused absences from Columbia UNA-USA meetings within one academic year.
- b. Student Ambassadors are required to regularly maintain consistent open lines of communication between themselves and the Leadership Council.
- c. Student Ambassadors are required to conduct themselves with utmost professionalism and partake in decorum commensurate with established guidelines of the United Nations' Rules of Procedure; as well as adhere to Columbia University's Student Conduct and Community Standards guidelines.
- d. It is incumbent upon Student Ambassadors to be present at all Columbia UNA USA events (e.g., conferences) and to participate in at least  $\frac{2}{3}$  of Columbia UNA USA's activities (e.g., film screenings, speakers series).

## **ARTICLE IV - DUTIES OF THE UNA-USA CUWC**

### **Section 1. UNA-USA CUWC:**

- a. shall establish and appoint the Student Leaders of the UNA-USA CUWC Leadership Council and hold regular, special, event meetings—as well as adjudication sessions as needed; non-elected Student Ambassadors may be appointed as observers by the Council in order to ensure continuity of the student organization's leadership and preservation of institutional memory.
- b. Upon recognition as an official *campus chapter* and subsequent confirmation of annual recertification, UNA-USA CUWC will draft a budget for the academic year and allocate resources obtained from available funding and grants—due to eligibility as an official campus chapter with the United Nations Foundation.
- c. Upon recognition as an official *campus group* at Columbia University and to obtain funding via the Interschool Governing Board (IGB), Columbia UNA-USA will submit a budget proposal to the IGB Executive Board with a proposed budget and request for allocations towards the end of spring semester—the newly elected treasurer and Vice President will attend a budget confirmation meeting scheduled by IGB and report back to the Leadership Council.
- d. may, with the consent of the administration, introduce concessions or hold events for the Columbia University Community in order to generate revenue;
- e. may, at its discretion, authorize the expenditure of funds (e.g., honorarium), to further the purposes of the UNA-USA CUWC, to invited guests (e.g., UN Diplomats, Consulate Generals, and Delegates) that agree to enrich the university-wide campus community with their UNA-USA CUWC sponsored participation (e.g., speaker series, guest lecturer, workshop facilitator etc).

## **ARTICLE V - DUTIES OF STUDENT LEADERS**

**Section 1. The President shall:**

- a. Remain active within the organization and committed to UNA-USA's purpose while serving as the chief executive officer of UNA USA CUWC and making and carrying out executive decisions;
- b. Be responsible for conducting regular orderly meetings, events and activities—as well as promulgate all UNA-USA CUWC-related event information in an efficient manner;
- c. The President is responsible for the preparation and drafting of agendas for UNA USA CUWC meetings;
- d. represent the UNA USA CUWC at official functions and serve as the official UNA USA CUWC spokesperson to the UNA-USA administration and University-wide community;
- e. foster and maintain a collaborative relationship with the following Columbia University stakeholders: The Office of University Life and University Senate Student Affairs Committee; as well as with key relevant boards (e.g., the Interschool Governing Board (IGB), the Activities Board at Columbia University and the Student Governing Board).
- f. Convene all UNA USA CUWC meetings comprising of the Leadership Council as well as coordinate group email correspondence and oversee the functions of the Leadership Counsel.
- g. appoint an Election Committee (including Student Ambassador observers) in consultation with the Leadership Council with the Vice-President as Chairperson;
- h. designate another Student Leader to preside over the Election Committee if the Vice-President is a candidate for office;
- i. appoint Student Ambassadors, in consultation with the Leadership Counsel, to serve as observers at any Special or Event meetings (ARTICLE VIII, Sections 2-3) as needed;
- j. commission and supervise the UNA USA CUWC website designer.

**Section 2. The Vice President shall:**

- a. perform the duties of the President and preside over the UNA USA CUWC and Leadership Council meetings in the absence of the President.
- b. will remain active within the organization and committed to UNA-USA's purpose.
- c. will support the President in the execution of UNA-USA CUWC meetings and activities and oversee all CUWC meetings in collaboration with the President.
- d. will be responsible for membership drives, membership maintenance, and close collaboration with the President to identify, select and invite guest speakers for campus-wide events and activities.
- e. represent the UNA USA CUWC at official functions as designated by the President (e.g., meet and greets with UN Diplomats, Consulate Generals, and Delegates at The Columbia University Club of New York);
- f. succeed to the Office of the UNA-USA CUWC President in the event a vacancy occurs in that office pending the Spring election;
- g. chair the Leadership Council's Election Committee as designated by the President unless a candidate.

**Section 3. The Parliamentarian shall:**

- a. assist the President and Vice President in order to facilitate efficient meetings.
- b. assist the President and Vice President recruitment of members on-campus at the beginning of the Autumn and Spring semesters at any new student orientation, campus activities fair or tabling event.
- c. maintain a record of Student Leader and Student Ambassador attendance; encompassing the entirety of UNA-USA CUWC meetings.
- d. serve as a steward of the UNA USA CUWC Constitution and Bylaws.
- e. oversee the transcription and dissemination of meeting minutes.
- f. report to the Leadership Council on an ongoing basis about UNA-USA CUWC involvement, collaboration and potential partnership with the United Nations Institute for Training and Research (UNITAR) International Relations and Global Policy certification programme.
- g. coordinate training sessions regarding United Nations Rules of Procedure for the UNA-USA CUWC Student Leaders and Ambassadors in consultation with Columbia Model United Nations.

**Section 4. The Treasurer shall:**

- a. serve as the fiscal Student Leader of UNA-USA CUWC;
- b. draft a budget in consultation with the Leadership Council, the Interschool Governing Board (IGB) and UNA-USA Chapter Engagement Manager;
- c. submit the drafted budget for adoption by the Leadership Council and submit subsequent UNA-USA CUWC adopted budget to the IGB for finalization and approval;
- d. keep thorough, detailed and accurate records of all financial transactions as well as submit all payment requests accordingly;
- e. present financial reports to Leadership Council and Student Ambassadors at both General and Event Meetings;
- f. present financial reports to Leadership Council at Event Meetings;
- g. will manage the club's monetary affairs and remain active within the organization and committed to UNA's purpose.
- h. will be responsible for all reimbursements for all organization members, acquisition of grants and other funding and adhere to the budgetary policies of the IGB.
- i. collect and distribute UNA-USA CUWC funds as authorized by the Leadership Council; in accordance with the UNA-USA Chapter Handbook, the Treasurer may "plan fundraisers for the operating budget" (UNA, p. 22, 2017); accordingly, the Treasurer, with the approval of University administration, and in consultation with the Fundraising Students Association at the School of Professional Studies, Columbia University, may sponsor events open to the entire University-wide community in order to generate revenue for UNA-USA CUWC (e.g., fundraising initiative to support Nothing But Nets).



**Section 5. The Columbia UNA-USA Secretary / Digital Producer shall:**

- a. will take notes during meetings, activities and events that will help inform the President's December and May semester reports, as well as collaborate with the Marketing & Communication Officer to facilitate the compilation of the monthly Newsletter.
- b. will keep track of members' contact information and facilitate incoming Student Ambassadors and Student Leaders signing up to become an official UNA- USA member at [genun.unausa.org/join](http://genun.unausa.org/join).
- c. maintain communication between UNA-USA CUWC and promulgate relevant UNA-USA CUWC correspondence (e.g., Listserv) University-wide in a time sensitive manner.
- d. serve as a co-administrator, along with the Marketing & Communication Officer, to manage the Chapter's social media presence (e.g., Facebook page, Twitter and Instagram accounts).
- e. update the UNA-USA CUWC website and submit concomitant website updates accordingly to Technical Operations Officer.
- f. supervise the publicity of UNA-USA CUWC activities and events; coordinate supplies for the six activities per academic year (e.g., tabling, public events, issue-based discussions) in close coordination with the Logistics Officer.

**Section 6. The Public Relations Officer shall:**

- a. serve as the media liaison between UNA-USA CUWC and the larger Columbia University-wide community, faculty, administration, staff, and students; and also collaborate with the Marketing & Communication Officer in order to advertise UNA-USA CUWC throughout main campus as well as on the medical campus at the Mailman School of Public Health.
- b. will remain highly active within the organization, committed to UNA-USA's purpose and assist with recruitment efforts.
- c. will supervise the publicity of UNA-USA CUWC activities and events and be the UNA-USA CUWC photographer during each of the minimum of six activities (e.g., tabling, public events, issue-based discussions) per academic year and submit photos to the Columbia UNA-USA Secretary / Digital Producer.
- d. will closely collaborate with the Logistics Officer to organize event logistics for the October 24 Campus UN Day events and activities; as well as all campus held international UN celebration days during the academic semesters such as: the Autumn Human Rights Day (December 10th) and Spring International Women's Day (March 8th), respectively.
- e. will coordinate and facilitate a Columbia University-wide co-sponsored campus sustainability project for Earth Day with the Office of University Life, The Earth Institute at Columbia University, SIPA and any other relevant campus-wide student organizations.

**Section 7. The Marketing & Communications Officer shall:**

- a. will also manage the club's social media presence as a co-administrator, along with the Columbia UNA-USA Secretary / Digital Producer, to manage the Chapter's social media presence (e.g., Facebook page, Twitter and Instagram accounts).
- b. towards crafting and executing the UNA-USA CUWC campus outreach strategy and closely assist with recruitment efforts in collaboration with the Public Relations Officer.
- c. contribute, in tandem with Logistics Officer, on all UNA-USA CUWC advocacy-related initiatives, such as preliminary panning and organizing prospective meetings with a Congressional office in-district or on Capitol Hill, or contacting congress, local and state legislators.
- d. The Marketing & Communication Officer, in close consultation with the Logistics Officer, will assist the President and Vice President with drafting the proposals for a UNA-USA CUWC sponsored UN-related service project, such as volunteering to support resettled refugees in the community with the UNA-USA's refugee initiative; this proposal will subsequently be presented to the Leadership Council for finalization and approval.

**Section 8. The Logistics Officer shall:**

- a. oversee UNA-USA CUWC activities and event management working in coordination with the Public Relations and the Marketing & Communication Officers.
- b. communicate and submit orders and requests to Columbia University Facilities Services Center to conduct room setup and arrangement of areas on-campus prior to activities and events taking place (e.g., microphone setup, webcast/livestream, tables/chairs, guest speaker podium and presentation setup).
- c. complete reimbursement forms and invoices for event supplies and activity materials and provide them to the UNA-USA CUWC Treasurer to facilitate expedient submission of payments and organized tracking of receipts.
- d. storage of surplus supplies and materials for future use (e.g., logos, pins, pens, lanyards, stickers, shirts/sweaters, adhesive mobile phone card holder, invitations, flyers and other marketing materials).
- e. Organizing catering for food, beverages: refreshments and any UNA-USA CUWC reception materials.

**Section 9. the Technical Operations Officer shall:**

- a. Be committed to UNA-USA's purpose and serve as the UNA-USA CUWC website developer
- b. Design and maintain the UNA-USA CUWC website to provide an integrated online portal for all current and prospective Student Ambassadors and Leaders to access the most up-to-date information about: UNA-USA CUWC campus events, activities, meetings, member networking, as well as UNA-USA's annual Members' Day at the UN NYC Headquarters.
- c. Create an online web portal where students can access relevant UNA-USA CUWC documents and resources related to running for a position on the Leadership Council or becoming a Student Ambassador, sign up for the UNA-USA CUWC Listserv mailing list and access the Columbia UNA-USA monthly newsletter.