



Gujarat National Law University

Gujarat National Law University

Academic/Academic Directive

GNLU/AD/051/2016



Gandhinagar, Friday, 21 October, 2016

Sub: GNLU MODEL UNITED NATIONS SOCIETY

Whereas it is expedient and necessary to codify the functions, duties and powers of the Gujarat National Law University Model United Nations Society, and to build a framework under which Model United Nations conferences and other ancillary, incidental and related activities can be administered;

We, the students of Gujarat National Law University, give unto ourselves this Directive, which aims at facilitating students' understanding of the institutional and political in-working of the United Nations (UN) organisation and selection and training of members to represent Gujarat National Law University at national and international simulated Model United Nations conferences

Article 1: Title and Extent and Commencement

- (a) This document shall be called the Directives of the Gujarat National Law University Model United Nations Society hereinafter referred to as 'MUN Society'.
- (b) It shall be applicable to all students of the University and to all activities ancillary, incidental or related to and concerning the Model United Nations activities of Gujarat National Law University.

Article 2: Definition

- (a) **Director:** Means the Director of the University.
Director General: Means any member selected from the student members of the MUN Society, through the procedure laid down for such appointment, to be the deputy to the Secretary General of the Student Body.
- (b) **Deputy Secretary General:** Means any member selected from the Student Members of the MUN Society, through the procedure laid down for such appointment, to head the Student Body.
- (c) **Faculty Convenor and Member/s:** 'Faculty Convenor' means any faculty member selected to head the MUN Society and 'Faculty Member/s' means faculty members selected to be part of MUN Society.
- (d) **Meeting:** Includes any meeting of the MUN Society convened by the Faculty Convenor or a Faculty Member/s, or any meeting of the Student Body convened by the Secretary General/ Deputy Secretary General/ Director General.
- (e) **Moderator:** Means any Member chairing any of the meetings of the MUN Society.

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- (f) **MUN Society:** Means the society that has been accorded by this Directive the responsibility of conducting all Model United Nations conferences and other ancillary, incidental or related activities. It shall consist of and include, the Faculty Convener, any Faculty Member/s appointed by the Director, Student Members selected by the Faculty Convener with and such other ad-hoc members as are nominated by the Faculty Convener.
- (g) **Secretary General:** Means any member selected from the Student Members of the MUN Society, through the procedure laid down for such appointment, to head the student body.
- (h) **Student Body:** Means the body consisting of all such Student Members appointed by the procedure laid down for such selection.
- (i) **Student Member/Member:** Means any person appointed or selected to assist the University in conducting Model United Nations conferences and other ancillary, incidental or related activities, and includes the Faculty Convenor and the Faculty Member/s where the context so requires.
- (j) **Treasurer:** Means any member selected from the Student Members of the MUN Society, through the procedure laid down for such appointment, to be the treasurer.
- (k) **University:** shall means Gujarat National Law University established under the Gujarat National Law University Act, 2004

Article 3: Functions/Responsibilities

(1) Faculty Convener and Member/s

- (a) Appointment of student office bearers of the MUN Society.
- (b) Advice, supervise, control the MUN Society
- (c) Granting permission for organizing conferences other ancillary, incidental and related activities
- (d) Granting Approval for budgetary allocation for the each event after consultation with the Director/Registrar/ Account Sections.
- (e) Removal of any member of MUN Society on the grounds specified
- (f) Conducting hearing for grievances/complaints from the Members of MUN Society or the other student's complaints related to the functions of the MUN Society.
- (g) Granting approval for the reimbursement for the expenses for the participation of the events relating to the Model United Nations conferences organized by the other universities/colleges as per the rules/practices prevailing in the University.

(2) Secretary General: It shall be the duty of the Secretary-General of the MUN Society to:

- (a) serve as the chief executive officer of the Society and oversee the organisation of events and Society affairs for the full academic year;
- (b) liaise with the University and all relevant departments of the University whenever necessary;
- (c) oversee the fulfilment of portfolios of the other MUN Society Members;
- (d) act as the link between the Student Body and the Faculty Convener;
- (e) liaise and maintain the Society's affiliation with regional United Nations Associations;
- (f) preside at all meetings of the Members of the MUN Society;
- (g) inform the Faculty Convener of every decision and resolution taken by the Student Body;
- (h) implement the directions given by the Faculty Convener or Member/s, and carry out any other function delegated by the Faculty Convener or Member/s;

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- (i) delegate tasks to other Members of the MUN Society;
 - (j) delegate the Presidency of the MUN Society or of a full body meeting to any other senior officer/ Member unless otherwise specified.
- (3) **Deputy Secretary General:** It shall be the duty of the Deputy Secretary General to:
- (a) serve as the deputy and perform all the functions of the Secretary General in case of unavailability of the Secretary General;
 - (b) be responsible for the overall administration of the society along with the Secretary-General;
 - (c) serve as the first point of contact for the Society, dealing with all the Society's correspondence;
 - (d) provide biannual reports about the activities of the Society;
 - (e) implement the directions given by the Faculty Convener or Member/s, and carry out any other function delegated by the Faculty Convener or Member/s;
- (4) **Director General:** It shall be the duty of the Director General to:
- (a) keep a good record of the minutes of the meetings of the Society;
 - (b) should the Secretary-General and Deputy Secretary-General be absent, or decline to take the chair, the Director General shall chair the meeting;
 - (c) Attest notices brought out in consultation with the Committee or the Student Body and issued on the basis of any meetings convened;
 - (d) maintain a register of the Members of the Society;
 - (e) be in charge of liaising with IT Services to maintain a current and up to date web site/ web page for the society;
 - (f) use the email facility for official communication and enable all committee members needing access to it to be able to do so;
 - (g) implement the directions given by the Faculty Convener or Member/s, and carry out any other function delegated by the Faculty Convener or Member/s.
- (5) **Treasurer:** It shall be the duty of the Treasurer to:
- (a) be responsible for the overall finances of the society and deal with all financial matters of the Society, including the Society's bank account, if any;
 - (b) be in charge of keeping clear records of the Society's accounts;
 - (c) advise the Society on any financial matters;
 - (d) keep proper records of the Society's financial transactions;
 - (e) prepare a semester budget for the Society and regularly inform the Society of progress against that budget;
 - (f) liaise with the Society for budget proposals;
 - (g) prepare and deal with all external sponsorship requests;
 - (h) reimburse all members of the Society for prior agreed expenses;
 - (i) make all records, procedures and accounts available on request.

Article 4: Jurisdiction

The MUN Society is authorised to:

- (a) Conduct any Model United Nations conference and other ancillary, incidental and related activities within or on behalf of the University.

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- (b) Frame policies for the conduct of such Model United Nations conference and such other ancillary, incidental and related activity as aforementioned.

Article 5: Appointment

- (a) The Faculty Convener and Member/s shall be nominated by the Director.
- (b) The Student Members shall be selected by the Faculty Convenor with the concurrence of the Faculty Convener and Member/s through a prescribed process, and with the final assent of the Director.
- (c) The Secretary General, Deputy Secretary General, Director General and the Treasurer shall be appointed by the Faculty Convener in consultation with the Faculty members;

Provided that the said appointees shall be selected from amongst the Student Body.

- (d) Ad- Hoc Members: The Committee shall have the authority to appoint ad- hoc members, subject to the Rule- Making Powers Clause.

Provided that all Members so appointed shall have temporary powers as accorded to them by the Committee;

Provided also that the said temporary powers shall be accorded depending on the nature of work entrusted to them and being vested in them for the time period for which they are appointed as such Members.

Article 6: Hierarchy

The order of hierarchy for decision-making shall be as follows:

- (a) Director/ Registrar
- (b) Faculty Convener/Faculty Member/s
- (c) Secretary General
- (d) Deputy Secretary General
- (e) Director General
- (f) Treasurer
- (g) Student Members
- (h) Any Ad-hoc Members and Volunteers appointed in accordance with this Directive, respectively

Article 7: Executive Committee

The Executive Committee shall consist of a Secretary-General, Deputy Secretary General, Director General and Treasurer. The Executive Committee shall meet regularly to discuss and decide upon the following issues and report the same to the faculty convenor:

- (a) Member sessions, training workshops, quizzes and debates;
- (b) the University students' participation and attendance at external conferences and events;
- (c) the organisation of any event in keeping with the aims of the MUN Society;
- (d) MUN Society accounts and finances;
- (e) membership issues;
- (f) any other relevant issues.

Article 8: Meetings and Voting

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- (a) The meetings shall be convened by the Executive Committee or one-third of the members of the MUN Society.
- (b) The quorum of the meeting shall be two-thirds of the MUN Society Members personally present (including the Executive Committee) and shall be presided over by the Secretary General.
- (c) Members are required to inform the Faculty Convener or the Executive Committee within a reasonable time period in the event of inability to attend a meeting.
- (d) Any decision taken shall be deemed to have been passed by the Student Body only if at least two-thirds of the total membership of the Student Body is in favour of the motion conveying such decision. In case of a tie, the casting vote shall rest with the Secretary General, who shall cast said vote in consultation with the Faculty Convener and Faculty Member/s.
- (e) Members not attending at least one-half of the total meetings convened within a semester and not meeting the conditions specified under clause (c) shall cease to be members of the MUN Society, subject to the discretion of the Faculty Convener.

Article 9: Discipline

- (a) The moderator of a Meeting convened shall have the authority to suspend any student Member from the said meeting for indiscipline or misbehaviour.
Provided that such Member(s) shall be suspended only upon consultation and enquiry by the Faculty Convener/Faculty member/s.

Article 10: Rule-Making Powers

- (a) The MUN Society shall have powers to make all the rules and regulations necessary for the efficient conduct of its business, including the powers to issue circulars, notices, resolutions and to make known any such information which is to be brought to the notice of the students of the University or to other Institutions with which the MUN Society has been or is in communication, or will be in communication in future for the purposes of carrying out its mandate. *Provided* that no information that is classified as confidential shall be communicated to any student of the University or to any other Institution.
- (b) The MUN Society shall have the powers to make any rules to effectively organize and carry out its mandate, and to conduct any of the activities that come within its jurisdiction.
- (c) The amendment, modification or repeal of existing rules shall be subject to the clauses of this Directive.

Article 11: Grievance Redressal

- (a) Any student who has a grievance in relation to any Model United Nations conference or any other ancillary, incidental or related activity may report such grievance in writing to the Faculty Convener or Faculty Member/s .

Article 12: Amendment

- (a) Any amendment to this Directive shall be discussed only in the presence of at least three-fourth of the total membership of the Student Body and solely through a motion that has been proposed for such purpose.

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- (b) Such motion for amendment shall be deemed to have been finally passed only when the Faculty Convenor and Faculty Member/s have assented to it after final consultation with the Director and concerned authorities of the University.
Provided that such motion for amendment shall be so presented for such assent only after at least two-thirds of the Student Members present and voting have voted in its favour.

Article 13: Tenure

- (a) Every Student Member appointed to MUN Society shall be member for one academic year or until a fresh appointment has been made. The Faculty Convener after consultation with other Members can extend the tenure of Student Member for a further period of one more year.

Article 14: Removal

Any Member may be removed from the MUN Society on any of the following grounds:

- (a) When sufficient reasons have not been given for his/ her failure to attend three consecutive meetings;
Provided that the Faculty Convener/ Secretary General in consultation with the Faculty Member/s alone shall have the powers to decide upon the sufficiency of reasons given.
- (b) When information which is classified as confidential has been reported to anyone other than the Members of the MUN Society;
Provided that such removal shall take place only after a final decision has been taken to that effect following an inquiry held on it in accordance with the rules made for the conduct of such an inquiry.
- (c) In instances of official misconduct or misbehaviour alleged by any Student Member or any student of the University, only on the final decision to the effect of such removal following an inquiry held on the issue of such allegation;
Provided that there shall be the a prima facie satisfaction on the truth of such allegation before an inquiry committee is constituted for the purpose of determination on the allegation;
Provided also that the said Member shall be heard before any decision is taken on the issue;
Provided further that the reasons shall be subject matter of satisfaction of the Faculty Convenor in consultation with the Faculty Member/s and the Secretary General;
Provided also that the said reasons shall be disclosed to the Member concerned.

Article 15: Residuary

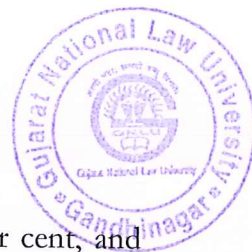
The Faculty Convener after consultation with the Faculty Member/s can take any decision relating to the issues pertaining to the MUN Society, which are not covered under this Directive.

Article 16: Reimbursement and Attendance

Reimbursement:

- a) Any individual/team representing the University at both national and international Model United Nations conferences is eligible for reimbursement of

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registration fees (if any) and partial travel cost (not beyond thirty per cent, and subject to approval of the University) of the competition.

Provided that reimbursement for participation in international Model United Nations conferences shall be subject to the approval of the University.

- b) The final reimbursement amount per team would be decided by MUN Society and would be based upon the number of applications, budget allocated for the financial year and funds available. Any such decision by the MUN Society would be final.
- c) The teams are expected to submit the claim along with the necessary documents within one week from the arrival, post completion of the conference. Necessary documents include certificates and receipts received during the course of the competition, travel tickets, etc.
- d) Complete details of prize money or sponsorship received must be mentioned clearly in an attached document.
- e) Failure of which would lead to strict action by the MUN Society.

Attendance:

- a) The team representing the University will be eligible to claim attendance exemption for the actual days of travel and participation only.
- b) A maximum of three days may be provided in pursuance of preparation for the conference.

Provided that this Article shall be governed by the overall policy of the University, examination rules and is subject to change from time to time.

Article 17: Effective Date

The Directive shall come into effect from the Academic year ~~2016~~-2017.

For further queries and information, please contact:

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