

BYLAWS

I. Executive Committee: Advisors

- A. shall consist of 6 active advisors, elected at large, and a elected chairman, secretary, and treasurer for a total of 9 adult members. The responsibilities of the organization as outlined in the bylaws will be divided amongst the 6 at large members immediately after their election at the spring conference.**
- B. may also have ex officio members representing Standing and Ad Hoc Committees (chairpersons may also be elected members)**
- C. Where appropriate, student officers shall be appointed to standing committees and Ad Hoc Committees by the chair of that committee.**
- D. The Executive Committee is empowered to alter these bylaws as needed with a recorded 2/3 vote and notification to all members schools of any changes to Bylaws.**

II. Executive Committee Duties and Functions

the Executive Committee shall consist of the following 9 positions

- A. Executive Committee Chair
(duties under Article 7 of Constitution)**
- B. Secretary
(duties under Article 8 of Constitution)**
- C. Treasurer
(duties under Article 9 of Constitution)**
- D. Student Secretariat (officers) Advisor**
 - 1. Acts as advisor to all elected student officers (the Secretariat)**
 - 2. Trains officers in all their responsibilities and duties**
 - 3. Works with the Committee Chair Advisor to train the Secretariat in the committee chairing process and to monitor all chairing functions at all meetings and conferences.**
 - 4. With Chair Advisor sets all dates involving Secretariat and committee chairs**
 - 5. Works with Director of Conference Programs and Director of Programs to ensure smooth operation of the Secretariat at the fall and spring conferences.**
- E. Student Committee Chair—Bloc Chair Advisor**
 - 1. Receives and handles all committee chair applications**
 - 2. Organizes training for committee chairs and bloc chairs**
 - 3. With Secretariat Advisor trains student officers in committee chairing process and monitors all chairing functions at all meetings and conferences**
 - 4. With Secretariat Advisor sets all dates involving committee chairs and Secretariat**

5. Works with Director of Conference Programs and Director of Programs to ensure smooth operation of the committee chairs at the fall and spring conferences.

F. Credentials Advisor

1. Appoints chief judges as appropriate to handle credentials sessions.
2. Answers all questions about the credentials process.
3. Works for improvement and consistency within the credentials process
4. Is the final authority subject to appeal to the Executive Committee in all credentials process questions.
5. With input from Student Officers, formulates and gives final approval to committee agenda topics.
6. Ensures that committee agenda topics are published just after the third week on September each year.

G. Ad Hoc Committees Coordinator

1. Handles ad hoc committees as directed by the Executive Committee
2. Diplomatic Notebooks: judging at the Spring Conference
3. Big Five Bids: organizes the Big 5 bidding process at the Spring Conference
4. May delegate some of these responsibilities to other advisors

H. New School Resources Advisor

1. Ensures that new school advisors receive training by working with staff and other advisors and that their delegations also get training
2. May be assisted by other experienced advisors

III: Nominations for Executive Committee

A. Nominations for Executive Committee positions:

will be accepted from the nominating committee and from the floor by the Chairperson of the Executive Committee. The Chair, Secretary, and Treasurer will produce and count ballots unless they are part of the election process.

IV: Student Officers

A. Qualifications for President

1. must a member in good standing of a member school
2. must have two years experience in MUN
3. must have the approval and support of his/her advisor in order to run

B. Qualifications for Vice Presidents

1. must be a member in good standing of a member school
2. must have two years experience in MUN
3. must have the approval and support of his/her advisor in order to run

C. Qualifications for Under Secretaries

1. must be a member in good standing of a member school
2. must have the approval and support of his/her advisor in order to run

D. Rules governing election of Secretariat Officers

1. there may only be one officer from a member school.
2. the Offices of OHSIRL President and the Vice Presidents may not succeed themselves from the same school
3. in voting each school will have 10 votes to cast for each officer. Those votes may be split under the principle of one person one vote.
4. a simple majority rule shall apply

E. Removal from Office

1. a state officer may be removed for failure to attend meetings or for any actions detrimental to the welfare and best interests of OHSIRL
2. in all cases should this be done it will be done in consultation with that officer's school advisor

V. Country Selections

- A. member schools attending the Spring Conference have the opportunity to select two countries in a First Round selection process prior to July 31 of a given year
- B. no school may represent the same country two years in a row
- C. Second Round country selections occur early in the fall and schools may request as many countries as they would like using the standard of one delegate per committee
- D. subsequent countries are assigned on a first come basis
- E. fees per country are set by the Executive Committee
- F. a school may have only one Security Council country

VI. "Big Five"

- A. schools must bid for one of the "Big Five" countries at the Spring Conference
- B. no school may succeed itself with the same "Big Five" country
- C. in order to be awarded a "Big Five" country a school must meet the following qualifications:
 1. all committees must be filled (committees may be double-staffed)

2. schools must agree to attend both the Fall Conference and the Spring Conference

VII. Credentials Review Process

- A. credentials review is the process whereby delegates are encouraged to be thoroughly prepared for the OHSIRL MUN Conference
- B. all students are required to complete a credentials review process in order to be authorized to be seated and participate at the Spring Conference.
- C. the credentials review process may consist of any of the following
 1. An organized multi-school credentialing session
 2. Individual school credentialing sessions
 3. Provisional credential process-it is possible under special circumstances to pass the oral exam before the paperwork is completed. This process can be instituted at the request of a school advisor and with the consent of the Credentials Chair or his/her designee.
- D. all credentialing must include the following:
 1. Examination of written country background information prior to any country members' oral testing.
 2. Oral testing of each delegate on the agenda topics assigned to individual delegate's committee.
- E. written country background information must consist of the following items:
 1. completed general data (must use the form provided by OHSIRL)
 2. chronological history of country from 1945 to January of the current year; more emphasis placed on the last ten years (should have items for every year)
 3. two student-made, hand-drawn maps of country – one physical features, one political features
- F. all big five countries must complete three current situation & policies papers in the area of Population, Economics, and Foreign Policy & Human Rights
- G. the results of all credentialing sessions must be forwarded by the chief judges to the Director of Programs and Support services

VIII. Committee Chairs

- A. applications for Committee Chairs shall be received by the Student Committee Chair advisor.
- B. committee chairs must take part in a rigorous training program and participate in credential review sessions in order to serve
- B. committee chair training will be coordinated by the Student Committee Chair advisor

- IX. Professional Staff Position: year-round positions**
- A. as deemed appropriate the Executive Committee can enter into contracts to hire person(s) to carry out responsibilities for the organization**
 - B. professionally hired staff will be ex-officio members of the Executive Committee and any Committee as that Chair so desires**
 - C. an evaluation report of the staff will be presented by the Professional Staff Evaluation Committee at the Spring Executive Committee Meeting and any appropriate changes may take place at that time**
 - D. the professional staff may consult with any Committee Chair they so desire to facilitate whatever the Board directs them to do**
 - E. current positions and their prescribed duties are as follows:**
 - 1. Director of Conference Programs and Logistics**
 - a. Arranges for Conference Facilities**
 - b. Develops the programs for Conferences**
 - c. Develops the schedule for Conferences**
 - d. Arranges for the appropriate materials for all Conferences**
 - e. Consults with the OHSIRL Secretary-Treasurer regarding Conference budgets**
 - f. Works with the Director of Programs and Support Services to insure a smooth and well run Conference.**
 - 2. Director of Programs and Support Services**
 - a. Develops the programs for Conferences**
 - b. Develops the schedule for Conferences**
 - c. Arranges for the appropriate materials for all Conferences**
 - d. Arranges for the collection of all resolutions to be used in debate**
 - e. Publishes all resolutions to be used at Conferences**
 - f. Maintains registrations records of all delegates, schools, and delegates that have passed credentials**
 - g. Edits the Advisors Manual**
 - h. Develops and arranges Conferences and Seminars for schools regarding Agenda Topic issues**
 - i. Sends organizational mailings at the direction of the Executive Committee, Secretariat Advisor or Committee Chair Advisor**
 - j. Works with the Director of Conference Programs and Logistics to insure a smooth and well run Conference.**

Passed by the Executive Committee 10 January 2006

Appendix A:

The Portland Metro area schools are schools located in Multnomah, Washington, Clackamas and Clark (WA) counties.

Appendix B: Job Description of a Credentials Judge

- 1. Responsible for credentials process for schools as assigned by Credentials chair.**
- 2. Arranges for location and calendar dates for credentials sessions.**
- 3. Trains credentials judges.**
- 4. Arbitrates judging disputes.**
- 5. Working through the Credentials Chair can provide input in the formulation of agenda topics.**
- 6. Reports results of credential sessions to the Staff and to the Credentials Chair**
- 7. May be assisted by a credentials paperwork Officer**