

All colored writing is reflective of amendments awaiting a vote from the CIRCA general membership which shall occur within the 2020-2021 school year

CIRCA Constitution

Below are the most recent versions of the Constitution and the Bylaws, drafted, signed, and promulgated in Spring 2020. Much of the document was originally written in 2007 when CMUN became CIRCA, though some language comes from the CMUN constitution. It has been amended five times since 2007. The Constitution contains the fundamental principles which govern CIRCA's operation; the Bylaws establish the specific rules of guidance by which CIRCA is to function.

Constitution of The Columbia International Relations Council and Association (CIRCA)

Signed at Columbia University in the City of New York, _____

- I. The name of our organization shall be Columbia International Relations Council and Association, hereinafter referred to as CIRCA;

- II. The purpose of our organization is entrenched in its principles and manifested in all of its activities. The central goals are of an educational nature, particularly with regards to engaging with the world, its numerous cultures, social and political systems, in hopes of fostering a deeper understanding and active cooperation among people of all backgrounds. CIRCA takes upon itself the responsibility of preparing its membership to be leaders in the greater global community, whether this is manifested on a local or international level;

- III. The basic premise of CIRCA's existence is the recognition of the humanity shared by all people, and the necessity to constantly look for ways to improve upon current international mechanisms. Furthermore, CIRCA ascribes to the notion that education is the essential factor in preparing future generations for a peaceful and more prosperous international community;

- IV. Regarding the organization of CIRCA's financial operations:
 - A. CIRCA is to maintain its finances under its Columbia University account. Under the supervision of the CIRCA Executive Board, the CIRCA Treasurer and Deputy Treasurer will both oversee this account in coordination with University Student Life (USL) and the Columbia Student Affairs Central Business Office (SACBO).
 1. The financial operations of Columbia Model United Nations in New York (CMUNNY), Columbia Model United Nations Conference and Exposition (CMUNCE), Columbia Educational Simulations (CESIMS), CIRCA Travel Team and the Social Board and Marketing Board will be primarily under the revenue generated by CMUNNY and CMUNCE. This revenue will be made available to these branches via the CIRCA's account with the University, and will be managed by the Treasurer.
 2. The financial operations of the CIRCA Academics and Foreign Affairs, **Now!Here**, and the Columbia Political Review will be under the revenue annually allocated to CIRCA by SGB. These branches shall be referred to as the SGB-affiliated branches of CIRCA in

this document. This revenue is made available to these branches via the CIRCA's account with the University, and will be managed by the Deputy Treasurer.

- B. CIRCA works closely with the New York City International Relations Council and Association (NYCIRCA), a 501(c)3 nonprofit organization that shares CIRCA's aims of facilitating promoting international dialogue through multifaceted teaching methods. The aforementioned branches of CIRCA will mainly receive in kind donations from NYCIRCA.
- V. The organization of CIRCA is rooted in the principle of modern parliamentary democracy, with emphasis on an ethical code that presumes that its membership participate in CIRCA activities with a great sense of honor, honesty and integrity. The structure of CIRCA is to include the following clauses:
- A. Membership: All Columbia University Affiliates are eligible to become members of the club, with membership defined as participation in the activities of CIRCA branches in the relevant academic year, including and limited to:
1. Membership in Travel Team (as recorded in the Head Delegates' attendance log)
 2. A position on any board or secretariat of CIRCA branches included in the executive board
 3. Staffing (in the entirety) of at least one of CIRCA's conferences: CMUNNY, CMUNCE, CESIMS Fall or Spring
 4. Writing an article for CIRCA's publications, i.e. Columbia Political Review **and Now!Here**
 5. Teaching for the CESIMS Education Program **to an extent determined by the CESIMS Secretary-General**
 6. **Participation on the Social and Marketing Board**
- B. Responsibilities of Membership:
1. To uphold the Code of Ethics delineated in Clause V-M
 - a. **As part of the Code of Ethics, all members of CIRCA are expected to agree to, and uphold the CIRCA Community Agreement.**
 2. To fulfil the responsibilities of the members' position in any branch as delineated by the branch
- C. Privileges of Membership:
1. **Attendance**
 2. Attendance of Social and Marketing events hosted by CIRCA
 3. Eligibility of voting in CIRCA Town Halls and annual elections
 4. Eligibility to apply for leadership positions of CIRCA branches
- D. Board Structure:
1. The governing body of CIRCA is composed of an executive board of officers. These are to include a president and no less than four (4) other members, whose titles are to be decided either a) Prior to election and designated by the acting board; or b) After the election and designated by the elected members. The executive board may have no more than sixteen (16) members, currently including:
 - a. President, Treasurer, Deputy Treasurer, the Secretary-General and Director-Generals of each conference, Head Delegates, VP Marketing, VP Social, VP CIRCA Academics and Foreign Affairs, **VP Design**, Editor-in-Chief of the Columbia Political Review, **and the Officer of Diversity, Equity, and Inclusion, and Now!Here,**
 2. In the event that the executive board would like to appoint new positions, it must:
 - a. Clearly define the role and remit of the new position,
 - b. Set the term of the new position,

- c. Clarify the appointment process and prerequisites for the position,
 - d. Ensure that after a maximum two years of appointed service, the position will be eliminated or incorporated into the CIRCA general body election process;
 - 1. Due to the sensitive nature of the Diversity, Equity, and Inclusion Officer position, this position is exempt from the above subclause mandating this position be incorporated into the CIRCA general body election process.
3. Replacement Appointments: In the case of a successful impeachment, resignation, or vacancy for any reason, a new board member will be appointed from the CIRCA executive board with an affirmative vote by 2/3 of the board;
4. University Policy Training: All members of the executive board will be required to undergo and institute a training of university policies, including:
- a. Attending Club Refuel (Completing the advisor meeting, attending Enough is Enough, and taking the SOKA test) at the beginning of the academic year. For branches with multiple leaders, only one branch leader will be required to attend and take the test.
 - 1. Branches subject to a mid-year turnover or a mid-year appointment will be required to send their branch leaders to Enough is Enough and the SOKA test at the soonest available opportunity, and scheduling an advisor meeting within 2 weeks of appointment
 - b. Instituting a training of university policy for branch members: within each branch, individuals whom branch leaders identify as involved in the management of money, the booking of event space, or travel (domestic or international) must attend this training and take the SOKA test.
 - c. CIRCA does not stand for any instance of sexual or gender-based misconduct. In accordance with the New York State required Enough is Enough training, all Executive Board members are expected to “support members who are in distress or at risk for harm in their relationships.” Executive Board members are expected to “recognize signs and symptoms of distress and unhealthy relationships, connect members who may be experiencing these issues to appropriate resources and identify strategies for taking care of their organization and themselves through this process.”
 - 1. CIRCA takes all accounts of sexual misconduct seriously. When an Executive Board member learns of an incident, through CIRCA’s Anonymous Feedback Form or in person, in accordance with the training they have received, it is responsible to report this information to the Office of Sexual Violence Response and CIRCA’s Undergraduate Student Life Advisor. This expectation to inform the appropriate parties allows any incident to be addressed by the most professional and comprehensive resources on campus. From there, those involved in the incident are able to decide whether or not to proceed with administrative action.
- E. The following rules apply towards campaigning during elections:
- 1. Members of CIRCA seeking Executive Board election cannot produce, distribute, or promise any materials or advantages for the purpose of their or others’ campaigns, including but not limited to gifts, campaign tools, posters, t-shirts, etc. Money may not be used or exchanged in any capacity.

2. No member of CIRCA can formally endorse another member for election or run for election with another member as a ticket, including the positions of Head Delegate of Travel Team.
3. Members of CIRCA seeking Executive Board election cannot formally campaign, defined as, “working in an organized and active way to ask members of CIRCA for their vote”
 - a. Not including CIRCA Members expressing their interest in running for a position on the CIRCA Executive Board.
 - b. Not including CIRCA Members who are seeking feedback on their platform.
4. Members of the current CIRCA Executive Board that choose to advise potential candidates must openly provide information and insights to all members of CIRCA interested in running for said position.
5. Members of CIRCA seeking Executive Board election *must* submit their own candidate statement; a proxy cannot submit a statement on their behalf.
6. Members of Executive Board who are running for a position on Executive Board are not permitted to use privileges of their position to campaign, including but not limited to: campaigning on the CIRCA newsletter, campaigning on the CIRCA Facebook page, misuse of CIRCA funds, exploiting private information gleaned from presence on the Executive Board, subject to the following restrictions:
 - a. Private information includes content of closed Executive Board meetings on topics such as branch leadership and budget deliberations.
 - b. Non-Executive Board members are also prohibited from using private information disclosed to them by an Executive Board member.
7. Members of CIRCA seeking Executive Board election may not comment directly on other candidates.
8. Any members of CIRCA found violating said campaigning rules are no longer eligible to run for Executive Board election and are subject to a review by the outgoing Executive Board. If a current executive board member is implicated, they must recuse themselves from these deliberations.

F. General Voting Procedure:

1. The board members are to be elected by the general body composed of all CIRCA members, with the exception of the Treasurer, the CMUNCE Secretary-General, the CMUNNY Secretary-General, the CESIMS Secretary-General, the CPR Editor-in-Chief, and the ~~NowHere Editor-in-Chief~~, who must be discussed and voted on by the executive board.
2. The election date will be set on a day between the last week of March and the last week of April and will be decided by the President who must take into consideration the scheduled activities of all sections of CIRCA. The proposed date will be approved by the CIRCA Executive Board unless objected to by 2/3 of the board.
3. The number of positions open for the election is to be decided upon by the acting board prior to elections and descriptions of these positions are to be distributed to the membership.
4. In order to be considered elected, a candidate must earn over 50% of the general body vote in a closed ballot, instant runoff voting system. Should no one member secure over 50% of the vote outright, the candidate receiving the fewest votes will be eliminated and his or her votes redistributed between the remaining candidates. This distribution will be based on the secondary preference listed on each ballot.

5. The outgoing president not standing for the position being voted on will tally the votes;
 - a. As neutral arbiter, the CIRCA president will forfeit their right to vote for any candidate.
 6. In order to be eligible to vote at CIRCA elections, one must be a member of CIRCA as defined by Clause V-A;
- G. Executive Board Voting Procedure: All voting members are eligible to vote on all executive board decisions with the exception of financial matters:
1. **General executive board decisions will be decided by vote. The board quorum is 3/5 of all executive board members;**
 2. In the case of financial matters, executive board members may only vote on matters pertaining to their source of funding;
 3. With the exception of financial matters, the Deputy Treasurer will serve as a proxy for the Treasurer when voting on general board decisions and will not have a regular vote;
 4. Current non-voting members of the executive board include the Officer of Diversity, Equity and Inclusion
 5. As a neutral arbiter, the CIRCA president will forfeit their right to vote on executive board issues with the exception of breaking a tie;
- H. General Responsibilities of Executive Board Members:
1. **All members of the executive board must adhere to CIRCA's Code of Ethics as outlined in clause V-M, fulfill their responsibilities as outlined in CIRCA's Constitution and act in good faith (i.e. after consulting with fellow board members, or with their expressed approval within their roles). If any member fails to fulfill these requirements, they may be subject to impeachment proceedings (see Clause V-J),**
 2. Holding multiple board positions: In order to extend CIRCA leadership opportunities to the broadest possible audience, prevent conflicts of interest, and facilitate greater transparency, no individual in the club other than the Treasurer (see Clause VI-B) may assume, in a given school year, more than one position on the following: The Executive Board, CMUNCE Secretariat, CMUNNY Secretariat, Now!Here editorial board, CPR editorial board, and all future governing bodies within CIRCA without the expressed permission of the branches involved;
 3. All Executive Board members must attend and participate at all recruitment events in both the fall and spring semesters, including but not limited to publicizing all events created by the group;
 4. Each Executive Board member must attend all Executive Board meetings, **exempting the CPR and Now!Here editors in chief, and** with the following rules;
 - a. Two absences from Executive Board are allotted every semester. The President should be notified about any absence before the meeting. More than two absences will result in a meeting with the President in order to discuss the nature of those absences. In the event that an officer has a conflict with a meeting, he or she must submit a written excuse by email to the President at least 5 hours prior to that meeting
 - b. If an officer misses more than thirty minutes of an Executive Board meeting an absence will be added to his or her attendance record. Additionally, should a member miss an Executive Board meeting, he or she is required to send a blurb or update to the Executive Board by the Executive Board meeting time for that week.

- c. The CPR and Now!Here editors in chief may choose to participate in Secretary-General selections for CIRCA conferences. Absences will be considered as abstentions;
 - 5. Transparency of executive board activities:
 - a. With the exception of Secretary-General deliberations, minutes of each meeting will be recorded by a member of the Executive Board and published on the CIRCA's official website: www.circacu.org/
 - b. CIRCA Executive Board meetings are open to the general body. Observers are required to email the President adequately in advance—at the discretion of the President—of the meeting they intend to attend, and their participation in Executive Board meeting discussions will be moderated by the President
 - c. Executive Board members will seek to uphold CIRCA's Transparency Policy
 - 6. In the event of an Executive Board member failing to execute their general responsibilities or their responsibilities as relevant to their specific role, they may be subject to an official reprimand issued by the President, unilaterally or upon the consultation of the E-Board. The E-Board may also elect to issue an official reprimand against the President pursuant to a two-thirds vote.
 - a. Official reprimands may be used as evidence in the case of impeachment proceedings.
- I. Resignations: In the event that an elected executive board member is unable or unwilling to hold their position at any time during their term, their position will be re-elected or appointed at the discretion of the remaining members of the Executive Board;
- J. Impeachment: If any CIRCA E-board member or general body member is reported to be in violation of CIRCA's Code of Ethics (Clause V-M), CIRCA's Community Agreement, or their individual responsibilities as delineated in Clause V-H or elsewhere in this document, the individual's actions will be reviewed by CIRCA's E-board according to the CIRCA E-Board Response Protocol. A report may be made against a member of CIRCA through any of the following
 - 1. CIRCA's anonymous feedback form
 - 2. In-person reporting to a board member in their official capacity, with the specific request to have the incident discussed by E-Board
 - 3. Public written/audio-recorded pieces such as online confessions, published articles, or op-eds that specifically mention CIRCA by name
- K. If the Executive Board has worked through all steps of CIRCA's Response Protocol and there is a motion to enter impeachment proceedings that receives a simple majority, the proceedings will be initiated and conducted as follows:
 - 1. The individual will be notified that a motion for their impeachment passed and will be acted on at least one week prior to the impeachment proceedings. E-board will also notify SGB that these proceedings are taking place,
 - 2. The individual's E-board's privileges will be suspended in the interim with regard to the impeachment process.
 - a. If the individual subject to impeachment proceedings is in a branch of CIRCA with two co-executives, the executive not under consideration of impeachment will retain the ability to observe the proceedings, but recuse themselves from asking questions and participating in deliberations in the impeachment process

3. The individual will have the opportunity to submit materials relevant to the hearing up to 24 hours before the hearing itself. All evidence must be voluntarily submitted. The individual will also have the opportunity to review submitted evidence relevant to their alleged violations and the decision to enter impeachment proceedings,
 - a. Submitted materials include any evidence, testimonies, and reports from individuals who have requested to remain anonymous
 4. During the proceedings, the individual will have the opportunity to make a statement and answer questions posed by E-board members. The E-board will have the option of holding deliberations without the individual in question present, upon passage of a motion with simple majority
 5. At the end of the hearing, the president will call for a motion on a vote for impeachment. If this motion receives a simple majority, E-board members will vote on impeachment.
 6. If the vote receives 2/3 majority, the individual will be removed only from their position on the E-board,
 7. Minutes of the impeachment proceedings will be taken by the VP Marketing, and will be submitted to SGB and CIRCA's USL advisor by the President at the proceedings' conclusion.
 8. During impeachment proceedings, E-board members and parties involved in the process are prohibited from discussing materials and points of deliberation with non E-board members (with the exception of Columbia administration officials) .
 9. If the individual would like to contest the impeachment proceedings or results, this process will be undertaken by SGB, and not by CIRCA's E-board.
- L. Policy decisions are to be made by the board, with the direct consent of the general body of CIRCA. Implied approval may be used under the ethical code. Unless differently specified, policy resolutions shall be passed by simple majority. The board quorum is 3/5 of all executive board members;
- M. Amendments: Amendments to the constitution require 2/3 of the board and the simple majority of the general body of CIRCA;
- N. The Code of Ethics: CIRCA membership requires that all of its members, particularly the elected board representatives, always act in good faith, in the interests of the broader CIRCA Community, with the understanding that we are all bound by the principles of honor, honesty, and integrity. CIRCA members shall exercise respect and consideration when dealing with the matters pertaining to the organization. All forms of prejudice are inexcusable and shall be considered violations of this code;
1. CIRCA pledges to adhere and uphold the Columbia Community Principles Initiative (CPI) and behavioral policies outlined by Columbia University's Student Conduct and Community Standards;
 2. As part of the Code of Ethics, all members of CIRCA are expected to agree to, and uphold the CIRCA Community Agreement
 3. CIRCA pledges that there will be zero toleration of discrimination (including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status or any other legally recognized protected basis under federal, state, or local laws, regulations or ordinances)
 - a. CIRCA does not stand for any instance of discrimination on the basis of age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity,

national origin, citizenship, disability, or marital status or any other legally recognized protected basis under federal, state, or local laws, regulations or ordinances. All Executive Board members are expected to uphold the zero-tolerance policy for such behavior.

CIRCA takes all accounts of discrimination seriously. When an Executive Board member learns of an incident, through CIRCA's Anonymous Feedback Form or in person, in accordance with the training they have received, they are responsible to report this information to CIRCA's Undergraduate Student Life Advisor. This expectation to inform the appropriate parties allows any incident to be addressed by the most professional and comprehensive resources on campus. From there, those involved in the incident are able to decide whether or not to proceed with administrative action.

- b. CIRCA will take the opportunity to learn from the Multicultural Affairs Diversity Education and Training sessions at least once a year in order to explore identity and improve communication in the CIRCA community. Because each branch operates in different ways with people interacting differently (Travel Team vs CPR, for example), we encourage the leadership of each branch to look into the different sessions the Multicultural Affairs Office offers in order to decide which type of session(s) would best suit the needs of the branch. In the session request form, branch heads can communicate the specific goals, needs, operations, and concerns of their branch that they would like facilitators to keep in mind in tailoring the training. Additionally, we recommend that members of the Executive Board take part in a training session at least once a year. Branch heads are encouraged to consult with the DEI Officer for which types of trainings would best suit for each branch and the club as a whole.
 1. CIRCA can also request ROOTED (Respecting Ourselves and Others Through Empathy and Dialogue) facilitated sessions that can be created for specific branches or groups (rooted@columbia.edu). ROOTED also hosts Dinner and Dialogue sessions throughout the semester that address campus-wide issues of power and privilege, although we recommend reaching out to ROOTED to host a workshop specifically created for each branch. This can be used as a supplement to the Multicultural Affairs Office Training Sessions.
- c. Reporting Racism / Harassment / Discrimination to the Administration
 1. For incidents of bias, discrimination, and harassment, Columbia's Bias Incident Reporting Form allows students to come forward, ensuring the student is equipped with proper and professional support and that communities continue to be educated. Columbia defines a bias-related incident as "language or behavior conveys prejudice against individuals because of a dimension of their identity, including but not limited to their race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation, marital status, familial status, status as a victim of domestic violence, alienage or citizenship status, creed, genetic predisposition or carrier status, unemployment status or any other protected characteristic as established by law."

2. CIRCA members who have faced or witnessed a bias-related incident can come forward through this Columbia reporting form or through the Anonymous Response Form.
 3. While this Bias Report form and team does not address the disciplinary aspect of these incidents, they focus on supporting students and educating communities. “This guidance does not address the disciplinary aspect of bias-related incidents, nor is it the University’s intention that students rely solely on this guidance to address behavior that is discriminatory, harassing or that could potentially qualify as gender-based misconduct or a hate crime.”
 4. The form and office offers guidance about bias-related incidents, but “is not intended to replace reporting options available to you through the Department of Public Safety, the office of Equal Opportunity and Affirmative Action, or the Office of Student Conduct and Community Standards” among others.
4. CIRCA pledges to hold all events that are on Columbia University’s campus in physically accessible spaces. Physically accessible spaces are defined as spaces that anyone can access via ramps and elevators freely without prior authorization from Public Safety or Disability Services;
 5. CIRCA pledges to choose leadership and any appointed subsidiary bodies in accordance to SGB spirit and CIRCA purpose alike;
 6. If any CIRCA E-board member or general body member is reported to be in violation of CIRCA’s Code of Ethics (Clause V-M), CIRCA’s Community Agreement, or their individual responsibilities as delineated in Clause V-H or elsewhere in this document, the individual’s actions will be reviewed by CIRCA’s E-board according to the CIRCA E-Board Response Protocol. A report may be made against a member of CIRCA through any of the following
 - a. CIRCA’s anonymous response form
 - b. In-person reporting to a board member in their official capacity, with the specific request to have the incident discussed by E-Board
 - c. Public written/audio-recorded pieces such as online confessions, published articles, or op-eds that specifically mention CIRCA by name
 7. Violations of CIRCA’s Code of Ethics could be subject to the following measures:
 - a. If reported to CIRCA’s E-Board, peer-to-peer violations of the Code of Ethics that have taken place during CIRCA activities will be reviewed by E-board in accordance with CIRCA’s Response Protocol.
 1. If a report is made to CIRCA’s E-Board, individual-club violations will be reviewed by E-board in accordance with CIRCA’s Response Protocol. If deemed a violation of the Code of Ethics, the CIRCA Community Agreement, the CPI or the SGB spirit, CIRCA E-board may enact consequences against the reported individual, and request SGB’s recommendations for conflict resolution with the reported individual in context of club membership
 2. If deemed a violation of the Student Conduct and Community Standards office, CIRCA E-Board will report the incident(s) to the SCCS office and also enact the office’s recommendations for the reported individual in context of club membership,

- a. If the individual wishes to dispute the report, then they shall go to the SCCS office to do so. CIRCA E-Board will continue to enact the recommendations as the office sees fit, but will stay removed from influencing the process.
- b. If there is blatant and purposeful disruption to processes, events, or meetings with mal intent, then CIRCA E-Board shall report the incident to SGA and will speak to OMBUDS on how to continue with the situation.

VI. The duties of board members are as follows:

- A. President: The President of CIRCA is the executive official who, under the ethical code, must be consulted if and before executive action is to be taken by other members of CIRCA. Other board members of the club may take executive action on their own, as long as the consent of the President and other board members is implied. The qualifications and responsibilities of the individual occupying this position are delineated below:
 - 1. Qualifications: To be eligible for president, candidates must have served on the executive board for the term of their previous position;
 - 2. Responsibilities:
 - a. Carrying out executive functions, particularly with regards to approving budgets and shaping the larger vision and trajectory of the club
 - b. Acting as the primary liaison with other campus organizations and the administration and will be in constant communication with each member of the board.
 - c. Drafting and sending a weekly message to the general body, and the coordination and administration of weekly executive board meetings;
- B. Treasurer: CIRCA finances shall be overseen by the Treasurer (Vice President of Finance) and Deputy Treasurer (Director of Finance), who will manage the budgets of all branches. The CIRCA Treasurer shall have a vote on the CIRCA Executive Board and oversee the work of the Deputy Treasurer;
 - 1. Appointment:
 - a. The Treasurer and Deputy Treasurer selection process shall begin in March and conclude by the beginning of April. It shall be conducted as follows:
 - 1. The President and outgoing Treasurer, after reviewing the applications, shall recommend those they deem fit to the CIRCA Executive board for final interviews,
 - 2. The CIRCA Executive Board shall appoint the Treasurer with a 2/3 majority. The incoming Treasurer shall attend Executive Board meetings for the remainder of the year and begin training with the outgoing Treasurer,
 - 3. The CIRCA Executive Board will appoint the Deputy Treasurer with a 2/3 majority from the remaining candidates, after consultation with the Incoming Treasurer;
 - b. All voting CIRCA members are eligible to apply;
 - 2. Role of the Treasurer:
 - a. Term: The Treasurer shall assume office on the final day of the academic year and relinquish it on the final day of the next academic year;

- b. Budgeting: Following spring elections, the outgoing and incoming Treasurer, in conjunction with the President, shall draw up a budget proposal for the branches listed in Clause IV-A-1 for the following academic year (See Clause VI-B-4);
 - c. Oversight: The Treasurer shall oversee all branches' finances and shall be responsible for keeping a detailed record of all club expenses and revenues throughout the year, ensuring that all branch activities fall within their allotted budget;
 - 1. Any deviations from the approved budget greater than \$500 shall require the majority approval of the CIRCA Executive Board;
 - 2. The Treasurer will be responsible for approving transactions and filing subsequent FTF forms for the branches listed in Clause IV-A-1
 - d. Accountability: The Treasurer is responsible for presenting a club financial update at every Executive Board meeting. The Treasurer shall also make the CIRCA budget and balance sheets available to any Executive Board member(s) who request access;
 - e. Petty Cash: The treasurer is responsible for keeping track of petty cash;
 - 1. Cash will be held by the CIRCA President, CIRCA Treasurer, or an agent designated by the CIRCA President or CIRCA Treasurer;
 - 2. The Treasurer can, at any time, request to count the cash without obstruction from the President to verify his or her records and ensure that cash is not being spent in a way that violates the CIRCA budget or the CIRCA code of ethics;
 - f. Conferences: The CIRCA Treasurer may serve as Undersecretary-General of Finance, at their discretion, of CMUNNY or CMUNCE. If they choose to serve in that capacity, they will be beholden to the same expectations as any secretariat member.
3. Role of the Deputy Treasurer:
- a. Term: The Deputy Treasurer shall assume office on the final day of the academic year and relinquish it on the final day of the next academic year;
 - b. SGB Responsibilities: The Deputy Treasurer shall carry out the administrative responsibilities entailed in spending for SGB-affiliated branches, including:
 - 1. Submitting the annual SGB allocation packet;
 - a. The Treasurer and President shall review the packet before submission;
 - b. The Deputy Treasurer shall consult with the incoming Deputy Treasurer on the SGB allocation packet, should a Deputy Treasurer have been selected before the submission date;
 - 2. Attending all required SGB events;
 - 3. Filing FTF forms for the SGB-affiliated branches;
 - 4. Maintaining contact with CIRCA's Columbia Undergraduate Student Life Advisor;
 - c. Budgeting: Following the release of the SGB allocation figures at the beginning of the academic year, the Deputy Treasurer, in conjunction with the President, shall draw up a budget proposal for SGB-affiliated branches for the academic year (See Clause D.2);
 - d. Oversight: The Deputy Treasurer shall oversee all SGB-affiliated branch finances and shall be responsible for keeping a detailed record of all club

expenses and revenues throughout the year, ensuring that all branch activities falls within their allotted budget;

- e. The Deputy Treasurer will attend executive board meetings and will consult with the Treasurer on votes, although the vote of the Treasurer will remain solely that of the Treasurer (refer to Clause V-G-2);

4. Budgeting Procedure:

- a. The budget-setting process for the branches listed in Clause IV-A-1 shall be led by the Treasurer. The budget for an academic year shall be set at the end of the previous academic year in two Executive Board meetings, according to the following schedule:

- 1. The first CIRCA Executive Board meeting following elections shall include all outgoing and incoming Executive Board members and be led by the outgoing President, in which incoming Executive Board members may share their budget priorities before budget negotiations begin;
- 2. The outgoing and incoming Treasurers shall meet individually with every NYCIRCA-affiliated branch following the first “joint” Executive Board meeting, in order to set a line-item budget for each branch to be approved at the second “joint” Executive Board meeting;
- 3. The following Executive Board meeting shall include all outgoing and incoming Executive Board members and be led by the incoming President, in which:

- a. The incoming Treasurer and incoming branch heads shall update the Executive Board on the results of their budget negotiations,
- b. A finalized budget for the next academic year shall be voted upon by the incoming Executive Board;

- b. The budget-setting process for SGB-Affiliated branches shall be led by the Deputy Treasurer with oversight from the Treasurer. The budget for an academic year shall be set at the beginning of the academic year following the release of the SGB allocation figures, according to the following schedule:
 - 1. The Deputy Treasurer shall meet individually with every SGB-affiliated branch in order to set a line-item budget for each branch to be approved by the Executive Board,
 - 2. A finalized budget for SGB branches for the academic year shall be voted upon by the Executive Board in a meeting which includes the heads of the SGB-affiliated branches;

C. Vice President of CIRCA Academics and Foreign Affairs (CAFA):

- 1. CIRCA’s Vice President of CAFA (VP CAFA) organizes and runs CIRCA’s annual speaker series. Throughout the year the VP CAFA should attempt to host speakers who will contribute to Columbia’s learning and understanding of international relations. The speaker series should attempt to be multi-partisan and bring in a diverse array of perspectives throughout the year. The two chief goals are maximizing learning about an issue by bringing in insightful speakers on under-represented issues, and maximizing the number of people who attend events by choosing subjects important to the student body, by inviting high-profile speakers and by effectively marketing the event to the student body. The VP CAFA works closely with the executive board and CIRCA president to

brainstorm event ideas, to find way to implement said ideas and to reach out to other campus groups;

2. The Vice President of CAFA shall attend the weekly CIRCA Executive Board meetings, with voting rights as specified by Clause V-G;

D. Vice President of Social Affairs

1. The Vice President of Social Affairs is a voting position on the CIRCA Executive Board;
2. Duties: The duties of the position include:
 - a. Active recruitment of new members as well as consistently creating an atmosphere and space for social interaction between CIRCA members involved in various sections of the club;
 - b. Coordinating with other organizations in the programming of social and cultural events;
 - c. Organizing all CIRCA social events such as but not limited to: team dinners, food/game nights, parties, and off-campus trips not related to the CIRCA Travel Team;
 - d. Work in conjunction with Vice-President of Marketing to head the Social-Marketing Board (hitherto referred to as SM Board) for event and activity planning;

E. Vice President of Marketing

1. The Vice President of Marketing is a voting position on the CIRCA Executive Board;
2. The duties of the position include:
 - a. Co-sponsorships: The Marketing Director shall spearhead event co-sponsorship with other clubs in order to boost CIRCA publicity and encourage reciprocation of co-sponsorship for our events.
 1. Co-sponsored events ought relate to CIRCA's mission statement;
 2. The Marketing Director shall gain executive board approval for co-sponsorships;
 3. The Marketing Director shall keep a list of all events hosted or co-sponsored with other clubs, including club names and speakers attending;
 - b. Merchandising: The Marketing Director shall facilitate the design, purchase, and distribution of t-shirts, banners, and other CIRCA-related items as approved by the executive board;
 - c. Organizing Events: The Marketing Director shall organize events throughout the year for the benefit of club members. These events may include cultural initiatives, alumni events, career workshops, and club bonding events;
 - d. Overseeing CIRCA's social media presence
 - e. Collecting weekly minutes of each Executive Board meeting (with the exception of the deliberations and election of Executive Board officials) and publishing minutes periodically on the CIRCA website to ensure transparency;
 - f. Work in conjunction with Vice-President of Social Affairs to head the SM Board for event and activity planning;

F. Vice President Design

1. The VP Design is a non-voting position on the CIRCA Executive Board, and the duties of the position include:

- ~~a. Managing and delivering upon designs requested by branch heads, including but not limited to flyers, social media graphics, illustrations, web designs, social media platforms etc.;~~
 - ~~b. Updating the CIRCA forward-facing website to reflect up-to-date information;~~
 - ~~c. Compiling and providing access to CIRCA-affiliated graphics, logos, and other design elements.~~
- ~~2. Any member of the CIRCA general body is eligible to apply for the position, and the appointment of the VP Design will be overseen and voted on by CIRCA's E-board at the beginning of each academic calendar year.~~

G. CIRCA Model UN Travel Team:

1. In order to represent Columbia University, CIRCA will field a Model United Nations Travel Team, tasked with attending intercollegiate Model United Nations Conferences throughout the United States and the world;
2. The Travel Team shall be captained by two Head Delegates:
 - a. Election will be conducted by the General Body of CIRCA,
 1. Procedure: Voters will rank candidates on the ballot, and the drop-down system will be used for calculating votes until the top two candidates each have a majority vote. Since two candidates are to be elected, the first and second ranked choices shall be equally considered during the counting of votes;
 2. Eligibility: In order to be eligible for Head Delegate, students must be at least rising sophomores and have traveled to at least 2 conferences within the span of the most recent academic year;
 - b. The roles and responsibilities of the Head Delegates are defined as the following:
 1. ~~Head Delegates shall prepare and execute practices for CIRCA's Model UN Travel Team.~~
 - a. ~~The purpose of the practices shall be the following:~~
 1. ~~To provide Travel Team members with the knowledge and information necessary to participate in Model United Nations conferences;~~
 2. ~~To facilitate community building and engagement within Travel Team and the broader CIRCA community;~~
 - b. ~~Practice policies include the following:~~
 1. ~~Practices should occur weekly during the academic year, subject to change on an emergency or ad-hoc basis;~~
 2. ~~Practices shall last for a period of time chosen by the Head Delegates;~~
 3. ~~Practices will be open to any member or potential member of CIRCA who wishes to be a member of the Travel Team or CIRCA;~~
 4. ~~Information regarding the location and time of these practices should be made available to individuals eligible and wishing to attend;~~

5. The syllabus, schedule, and content of these practices will be determined by the Head Delegates.
2. Head Delegates shall coordinate the logistics relating to the attendance of Model UN conferences. This coordination will include:
 - a. Selecting the conferences that Travel Team will attend and the size and of composition of the delegations attending them;
 - b. Planning, arranging, and booking reasonable travel and lodging accommodations for each of the conferences Travel Team attends;
 - c. Providing Travel Team members with an itinerary of travel and logistical information for the conferences they attend;
 - d. Communicating domestic travel intentions with the USL advisor at least two weeks prior to the date of scheduled conference travel, including:
 1. Dates of the conference;
 2. Accommodations;
 3. Transportation to the conference;
 4. Members attending the conference;
 5. Having attending members fill out the travel form to USL a week prior to the conference;
 - e. Communicating international travel intentions with USL advisor at least 30 days prior to the date of scheduled conference travel. In addition to procedures listed in subclause d, the following steps must be taken:
 1. Securing USL approval for travel prior to booking any arrangements
 2. Providing flight information
 3. Ensuring that all travelling members complete virtual pre-orientation
 - f. Ensuring that members attending a conference will fill out the travel form to USL a week before the scheduled conference;
 3. Head Delegates shall supervise and be responsible for Travel Team delegations during the duration of the conferences the team attends, subject to the following policies and regulations:
 - a. Head Delegates must ensure that all delegates are safe and accounted for during the entirety of the conference weekend. In order to execute this task, Head Delegates must:
 1. Reside with the delegation and remain in contact with the delegation at all points during conference and conference-affiliated activities;
 2. Act as the main point of contact in the case of any and all emergencies;
 - b. In the case the Head Delegate is unresponsive or unable to perform these duties, the most senior member of the delegation or another individual pre-assigned to this position will assume the on-site responsibilities of the Head Delegate for the rest of the conference:

1. A senior member must be present in every delegation;
 2. A senior member is defined as either:
 - a. A representative of CIRCA's E-Board or another member of a branch board;
 - b. A returning member of Travel Team who was been on the team for a minimum of one year and has traveled to at least two conferences;
 - c. In the event of both Head Delegates attending one conference:
 1. In cases of emergency, one Head Delegate may assume the on-site responsibilities of both Head Delegates for specific events that take place during conference weekends. In this case, the Head Delegate abdicating their duties relinquishes responsibility for the duration of the conference event. This arrangement may only be made with the consent of both Head Delegates;
 2. The remaining Head Delegate responsible for the event has the option to ask a senior member of the delegation to aid them in performing Head Delegate responsibilities
3. To be eligible to travel, CIRCA members shall, per semester:
- a. Regularly attend travel team practice (75% or higher attendance record, with the exception of extenuating circumstances that have been communicated to and approved by Head Delegates),
 1. Travel Team members may make up for an unexcused absence. Head Delegates may set up a makeup policy at their discretion on a year-by-year basis, which should involve participation in other CIRCA activities.
 - b. Staff CMUNNY, CMUNCE and CESIMS
 1. Failure to staff any of the conferences can be made up for by participating in the CESIMS teaching program, or CIRCA activities approved of at the Head Delegates' discretion
 2. In the case of extenuating circumstances approved by the specific conference's SG and Head Delegates, individuals may be excused from staffing a conference
 - c. Staff CESIMS; contribute to the Columbia Political Review or Now!Here;
- H. Columbia Model United Nations in New York (CMUNNY): CIRCA will host Columbia Model United Nations in New York (CMUNNY), an annual Model U.N. conference geared towards college students. This conference will be run by its Secretariat, and as such the Secretary-General is responsible to ensure that all members of the Secretariat meet at least biweekly to discuss the implementation of the conference. Specifications to be a member of the Secretariat of CMUNNY include:
1. The Secretariat of CMUNNY is the group of individuals responsible for organizing, coordinating, and leading the development and realization of the conference.

- a. The Secretary-General, as head of the conference, is a voting position on the CIRCA E-Board and as such must either personally represent CMUNNY at all E-Board meetings, or send at least one representative;
 - b. Both the Secretary-General and the Director-General will be included in all CIRCA E-Board emails;
 - c. The position of Secretary-General for each session of CMUNNY is voted on and vetted by the members of the executive board with the recommendation of the outgoing Secretary-General;
 - d. Both the previous and new Secretaries-General will cooperate on choosing a new Director-General;
 - e. The applications for the remaining positions will be decided by an application process, with applications distributed no more than six weeks following the termination of the conference;
 - f. The Secretaries-General and newly appointed Director-General will decide the remaining positions from the pool of applicants, with the consent of the CIRCA E-Board.
- I. Columbia Model United Nations Conference and Exposition (CMUNCE): CIRCA will annually host The Columbia Model United Nations Conference & Exposition (hereafter referred to as “CMUNCE”) as CIRCA’s high school Model United Nations conference. This conference will be prepared for and run by its Secretariat, and as such, the Secretary-General will be responsible to ensure that all members of the Secretariat meet at least biweekly to discuss the implementation of the conference. Specifications of the CMUNCE Secretariat include:
1. The Secretariat of CMUNCE is the group of individuals responsible for organizing, coordinating, and leading the development and realization of the conference.
 - a. The Secretary-General, as head of the conference, is a voting position on the CIRCA E-Board and as such must either personally represent CMUNCE at all E-Board meetings, or send at least one representative;
 - b. The Director-General must represent CMUNCE at all E-Board meetings, if the Secretary-General is not present and consult with the Secretary-General during voting processes, but the Secretary-General remains the sole voting-position for CMUNCE;
 - c. Both the Secretary-General and the Director-General will be included in all CIRCA E-Board emails;
 - d. The position of Secretary-General for each session of CMUNCE is voted on and vetted by the members of the executive board with the recommendation of the outgoing Secretary-General and Director-General;
 - e. Both the previous and new Secretaries-General will cooperate on choosing a new Director-General;
 - f. The applications for the remaining positions will be decided by an application process, with applications distributed no more than six weeks following the termination of the conference;
 - g. The Secretaries-General and newly appointed Director-General will decide the remaining positions from the pool of applicants, with the consent of the CIRCA E-Board.
- J. Columbia Education Simulations (CESIMS): CIRCA will semesterly host the Columbia Educational Simulations (hereafter referred to as “CESIMS”) as CIRCA’s community impact high

school Model United Nations conference and offer Model United Nations teaching sessions, directed primarily towards parochial and public schools. CIRCA will collaborate with such schools to initiate, support, and advance Model United Nations clubs and International Affairs education. The conference and teaching program will be prepared for and run by its Secretariat, and as such, the Secretary-General will be responsible to ensure that all members of the Secretariat meet at least biweekly to discuss the implementation of the conference and program. Specifications of the CESIMS Secretariat include:

1. The Secretariat of CESIMS is the group of individuals responsible for organizing, coordinating, and leading the development and realization of the conference.
 - a. The Secretary-General, as head of the conference, is a voting position on the CIRCA E-Board and as such must either personally represent CESIMS at all E-Board meetings, or send at least one representative.
 - b. The Secretary-General and Director-General will be included in all CIRCA E-Board emails.
 - c. The position of Secretary-General for the two CESIMS conferences of each academic year is voted and vetted by the members of the executive board with the recommendation of the outgoing Secretary-General;
 - d. Both the previous and new Secretaries-General will cooperate on choosing a new Director-General.
 - e. The remaining Secretariat positions will be decided by an application process;
 - f. The Secretaries-General and newly appointed Director-General will decide the remaining positions from the pool of applicants, with the consent of the CIRCA E-Board.
- K. Now!Here: The CIRCA Journal of World Travel will be referred to as Now!Here: Columbia University Travel Journal;
1. The governing body of Now!Here shall be an executive board composed of, at minimum, an Editor-in-Chief, Managing Editor, Guides Editor, and Publicity Chair;
 2. The Now!Here Editor-in-Chief shall attend a weekly meeting with the SGB-affiliated CIRCA branch heads and the CIRCA President.
 - a. The Editor-in-Chief may also attend CIRCA executive board meetings at their discretion or appoint a non-voting representative to attend;
 - b. The Editor-in-Chief can vote if in attendance at CIRCA executive board meetings. Absence shall be considered abstention;
 3. Selection of new board and assistant board members will be done at the end of every academic year to replace graduates, in December for study abroad openings, or when necessary for resignations or impeachments;
 - a. An editor maintains his or her position until he or she resigns, graduates, or is deemed unfit for the position by the Now!Here executive board;
 - b. The Now!Here executive board shall oversee the application process for incoming Now!Here board members. Replacement candidates for open positions shall be nominated to the CIRCA board by the consensus of the outgoing Now!Here board. If the Now!here board cannot reach a $\frac{2}{3}$ majority vote, additional nominations can be made by any Now!Here executive board member, and put to a vote;
 - c. The outgoing Editor-in-Chief shall have two votes for ratifying new Now!Here Executive board members; all other members of the board shall have one vote. If

no one on the board has a recommendation, the position is opened up to the general student body for interviews and applications;

4. All Columbia students are eligible to write for or submit artwork to Now!Here, though there is no obligation that Now!Here publish all submissions;
5. Now!Here shall publish at least one volume per academic year and strive to publish at least one per semester.

L. The Columbia Political Review (CPR): the CIRCA Journal on Politics and International Relations shall be referred to as The Columbia Political Review;

1. The governing body of CPR shall be an executive board composed of, at minimum, an Editor-in-Chief and a Publisher. The editorial board, while flexible in structure, shall also typically consist of senior, managing, art, web, and copy editors, and the rest of the staff shall consist of staff writers as well as artists.
 - a. The incoming Editor-in-Chief shall be elected by a vote of the outgoing staff;
2. The CPR Editor-in-Chief shall attend a weekly meeting with the SGB-affiliated CIRCA branch heads and the CIRCA President.
 - a. The Editor-in-Chief may also attend CIRCA executive board meetings at their discretion or appoint a non-voting representative to attend;
 - b. The Editor-in-Chief can vote if in attendance at CIRCA executive board meetings. Absence shall be considered abstention;
3. The incoming Editor-in-Chief shall be elected by the outgoing staff toward the end of the calendar year and prior to recruitment. The election shall be by plurality, with all members of the staff having one vote (including the candidates). Once elected, the incoming Editor-in-Chief shall appoint a Publisher;
 - a. Both the Editor-in-Chief and Publisher shall be installed with the consent of the CIRCA Executive Board;
 - b. The Editor-in-Chief and Publisher shall then recruit a new staff. Applications for the staff are reviewed by the Editor-in-Chief and the Publisher, who decide jointly whom to admit to the staff;
 - c. All other staff may choose to reapply for their positions annually;
4. Staff may be dismissed by the Editor-in-Chief for failing the duties outlined in the application process for their position;
5. CPR shall publish at least four volumes per academic year;

M. Diversity, Equity, and Inclusion Officer (DEI);

1. The Officer of Diversity, Equity, and Inclusion (DEI Officer) will be appointed by the executive board following an in-depth application and interview process.
 - a. Any interested members of CIRCA shall submit an application to the Club Adviser, who shall select 3 applicants, and the executive board shall select a candidate from there.
 - b. Following the application process, the DEI officer shall be appointed at the end of each academic year to serve for the next academic year.
 - c. The DEI officer must have been an active member of CIRCA for the year prior to their appointed term, in order to best serve the needs of CIRCA and build upon the progress made by the previous Executive Board.
2. The DEI Officer shall attend the weekly executive board meetings as a nonvoting member.
3. The DEI Officer shall be included in all CIRCA Eboard emails and communications.
4. The roles and responsibilities of the DEI officer shall be defined as the following:

- a. The DEI Officer shall be responsible for the implementation and evaluation of extant diversity, equity, and inclusion initiatives proposed by the executive board.
 - b. The DEI Officer shall be responsible for proposing new diversity, equity, and inclusion initiatives wherever appropriate, both to Eboard or if necessary, to University Student Life.
 - c. The DEI Officer shall contribute to the CIRCA newsletter, sharing resources, articles, and updates on CIRCA's DEI initiatives.
 - d. The Officer will also be responsible for keeping track of all responses in all anonymous feedback forms.
 - e. The DEI Officer shall work with each branch to evaluate and design inclusive activities, programming, and policies specific to each branch (if applicable).
 - f. The DEI Officer shall be responsible for suggesting ways that CIRCA as an organization can grow closer to and establish ties with those in the Morningside, Harlem, and Greater NYC community, in order to ensure that actions that CIRCA takes do their best to promote the growth and vibrancy of the community in which we reside.
 1. This includes:
 - a. Maintaining and updating the list of BIPOC vendors;
 - b. Ensuring the longevity of our philanthropic and mutual aid initiatives;
 - c. Anything else the Officer or the Executive board deems necessary and proper to faithfully execute these duties in the SGB and CIRCA Spirit of diversity, equity, and inclusion.
5. The DEI Officer shall be present during deliberations for the appointment of other Executive Board positions, and shall remain in consultation with Branch Heads.
- a. The Officer will have the opportunity to provide feedback on the decision making process as well as ask questions to each applicant, in order to ensure the selection of diverse and representative Executive Board.
 - b. The Officer will be expected to instruct Branch Heads on the SGB and DEI Spirit and remain in consultation with them during the selection process for Secretariats, to ensure the selection of diverse and representative candidates.

VII. CIRCA's Social Media Policy

- A. CIRCA members who post on and contribute to CIRCA-affiliated social media are expected to:
 1. Conduct themselves responsibly and ethically in accordance with CIRCA's Code of Ethics as delineated in Clause V-M
 2. Refrain from publishing, posting, or releasing information that could be considered confidential or sensitive. This includes but is not limited to legal information, finances, or operational information,
 3. Keep CIRCA-affiliated social media accessible to the following degrees:
 - a. Social media accounts that require a log-in (e.g. Instagram) should be accessible to all relevant branch heads and CIRCA's President
 - b. Social media communities that are opt-in (e.g. Facebook groups) should welcome all relevant CIRCA members and accept entrance requests expeditiously.

As this is a living document, the CIRCA executive board reserves the right to propose amendments to the constitution which must be approved by the CIRCA General Body.

Bylaws of The Columbia International Relations Council and Association (CIRCA)

Signed at Columbia University in the City of New York, _____

CIRCA Response Protocol and Transparency Policy Doc →

<https://docs.google.com/document/d/1odbIVid0rebStNJTXGYQTeym61pfGInvdXhBVZfjeq4/edit?usp=sharing>

CIRCA Community Agreement →

<https://docs.google.com/document/d/1-ARYuiDGZO47MIQPsw67AapIHbkReh9SH3-De6cB1A8/edit?usp=sharing>