

# Vancouver Model United Nations (VMUN) 2020 Staff Participation Agreement

## I. Basic Information

Once participants have accepted their position as a Staff Member (“**Staff**”) of Vancouver Model United Nations 2020 (“**VMUN 2020**”), they must comply to the following responsibilities:

- Attend the entirety of staff training sessions and the VMUN 2020 Conference; inability to attend VMUN 2020 due to force majeure shall submit a written document to the Secretariat (“**Secretariat**”) and clearly state the reasons for absence prior to January 14, 2020;
- Attend the entirety of staff meetings during VMUN 2020;
- If assignments cannot be completed on time due to force majeure (e.g. background guides), the Substantive team (Chief of Staff, USG General Assemblies, and USG Specialized Agencies; collectively, “**Substantive**”) must be officially notified three days before the deadline.

If the above terms cannot be fulfilled, the Secretariat reserves the right to terminate the membership of any staff associated with VMUN 2020 or alter the content of the Staff Participation Agreement (the “**Agreement**”).

## II. Joint Responsibility

All directors, chairs, and assistant directors must comply to the following joint responsibilities:

- i. General responsibility:
  - Uphold the VMUN 2020 philosophy of quality and professionalism to delegates, sponsor teachers, and participating schools;
  - Ensure the fairness and equity of the committee awards and procedures;
  - Minimize unnecessary barriers to participation, including but not limited to: over-utilization of authority to control committee process, and to request delegates actions that prevent success of the Conference;
  - Strive for the timely delivery of all materials, or to request an extension at the earliest opportunity, which is given according to the discretion of the Secretariat.
- ii. Responsibilities within the committee :
  - Conduct research in a responsible and professional manner;

- Adhere to integrity, including but not limited to: standardising citations according to VMUN 2020 Guidelines, and guaranteeing the accessibility and quality of academic resources;
- Manage committee mailboxes and provide timely assistance to delegates and sponsor teachers prior to the conference, communicating messages to the Secretariat if necessary.

Failure to comply to the above provisions may result in alternative replacement of staff members or direct intervention from the Secretariat.

### iii. Non-compete Clause

We encourage all staff members to continue to participate, direct, or organize any Model United Nations conferences after VMUN 2020. However, any staff member shall not disclose any information provided by VMUN 2020 for the purpose of conference preparation, including but not limited to: substantive material, conference logistics, staff package, and venue planning. This article will still be in force after VMUN 2020 and all staff members will be held accountable for any violations.

## **III. Termination of Participation**

i. Staff may terminate their participation of VMUN 2020 by notifying the Secretariat prior to November 14, 2019 with clear indication of reasons. Secretariat members will review and approve termination of participation through email notification.

ii. The Secretariat reserves the right to terminate the participation of staff members, effective June 8, 2019, to February 16, 2020. The Secretariat reserves the right of final interpretation to any termination of participation of VMUN 2020 staff members, and the right to inform the staff members' respective schools for any violations of this Agreement.

Reasons for the Secretariat to terminate the participation of any staff members include but are not limited to:

- 1) Irresponsible absence from staff trainings, conference sessions;
- 2) Serious negligence due to personal reasons;
- 3) Failure to comply to responsibilities outlined in previous articles;
- 4) Academic plagiarism, as outlined within the VMUN 2020 Staff Package and Guidelines;
- 5) Propagate unscrupulous content that results in detriments to the personal reputation of the Secretariat or staff and the collective reputation of VMUN 2020;
- 6) Failure to complete staff payments within the given deadline;
- 7) Failure to comply with any outlined dates of delivery for written materials;
- 8) Irresponsible requests for extensions to outlined dates and deadlines;
- 9) Any other reason not mentioned in this document at the Secretariat's discretion;
- 10) Any violations to the legal provisions of British Columbia and federal laws of Canada.

#### **IV. Fees and Allowances**

A non-refundable payment of 190 CAD must be directed to the Secretariat before January 14, 2020, which includes accommodation fees at the Hyatt Regency Vancouver, staff certification, and conference materials, but does not include catering, transportation to and from VMUN, souvenirs, and other personal expenses. The Secretariat will provide financial aid to any staff member, if requested, on a case-by-case basis.

Resignation from a staff position, with the exception of force majeure prior to January 14, 2020, will result in a violation of this Agreement. Any resigned staff member is required to pay a penalty fee not exceeding 239.99 CAD. Any previous payments will be accumulated towards the sum of this non-refundable violation fee.

#### **V. Intellectual Property and Licensing**

The intellectual property rights, trademark rights and patent rights involved in the creation, collection and processing of all original materials throughout the preparation of VMUN are permanently attributed to VMUN. The Secretariat reserves the right to conduct appropriate actions to individual, group, or related events that violates the aforementioned intellectual property rights.

By accepting the hiring of VMUN, I solemnly declare that I have read carefully, fully agree and will strictly abide by all the terms of the above Agreement. I understand that the commitments made in this agreement have legal force. Therefore, in times of preparation or during the conference, I understand that the Secretariat shall have the right to act in accordance to this Agreement in response to my violations.

Steven Long

*Co-Secretary-General*

Vancouver Model United Nations 2020

sg@vmun.com

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