



# Model United Nations Team University of Lucerne

## Code of Conduct

As a member of the MUNiLU Team, enrolled student at the University of Lucerne and representative of the MUNiLU Team at national and international conferences, I hereby agree to the following conditions, which will be binding until the end of the current semester:

### APPLIANCE AND PRECONDITION

1. The Code of Conduct<sup>1</sup> for the Model United Nations Team University of Lucerne<sup>2</sup> applies to all its Members that are part of a delegation to a national or international conference.
2. Team Members agree to the following as a precondition of participation in the Association's activities:
  - 2.1. Delegates represent the Association and thereby its reputation. Their behavior has to be tailored to this accountability.
  - 2.2. Any form of disrespectful behavior towards people or material, alcohol abuse and further actions of misconduct shall not be tolerated. Delegates may not embark on any action amounting to sexual harassment.

### NATIONAL AND INTERNATIONAL CONFERENCES

#### 3. **Application process**

- 3.1. The first step of the application process to any conference will be considered completed and valid as soon as the online application via Google Form provided by the MUNiLU Board has been successfully submitted. Any application submitted after the set deadline won't be taken into consideration;

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<sup>1</sup> Further referred to as „Code“

<sup>2</sup> Further referred to as „Team“ or „Association“

3.2. A second, decisive step for the application to any conference includes the full payment of the delegate fee for the conference. Under no conditions this fee will be refunded by the Board.

#### **4. Payment policy**

4.1. By the set deadlines, the payments

4.1.1. have to be fully made or, if not completed by the bank in due time

4.1.2. a screenshot of the completed payment has to be sent to the Head of Finance via mail ([finance@mun-lucerne.ch](mailto:finance@mun-lucerne.ch))

4.2. After a payment has been successfully made, participants forfeit any rights to claim a refund for already paid fees.

4.3. Participants further agree to carry all banking fees and charges, while making payments related to the Association, as decided by the Board.

#### **5. Accommodation and conferences' arrangements**

5.1. Participants which ask the Board on the application Google Form to book their accommodation, automatically agree on the choices made for them by the Board on this matter;

5.2. Flights have to be booked individually after the application has been confirmed by the conferences' organizers at the participants own risk at all times

#### **6. Conferences' cancellations**

6.1. The Association reserves the right to cancel the conference in case of incidents of "force majeure", including but not limited to organizational failure of the conferences' committees, major incidents within the Association, power failures, natural disasters, global and local epidemics and armed conflicts;

6.2. In case participants are unable to attend the conference, it will be their duty to find a replacement. No fees will be refunded.

#### **7. Duties of the Participant**

7.1. By applying for a conference, participants agree to:

7.1.1. Provide full and correct information about their person;

- 7.1.2. Adhere to this *Code of Conduct* established by the Association;
- 7.1.3. Adhere to the Code of Conduct and other rules established by the hosting organizers’.
- 7.1.4. Members joining a delegation to a conference are to respect deadlines imposed on them during the preparation process. They are responsible for a timely submission of the requested material (e.g. personal information, position papers) and expected to participate in all preparatory events.
- 7.1.5. Delegates will attend every Committee Session and mandatory activity of the conference. Exceptions may be granted by the Head Delegate in extraordinary cases.
- 7.1.6. Delegates are expected to be punctual to all sessions and events and respect the decisions of the Head Delegate.
- 7.1.7. Delegates are advised to announce a cancellation of their participation as early as possible to the Chief Head Delegate. In case a binding reservation or payment for the Delegate or delegation, e.g. for travel or accommodation, has already been made prior to the notification by the Delegate, she or he is obliged to pay the full share of costs.

## 8. **Reimbursement policy**

- 8.1. The Association does not guarantee any reimbursement, participants have therefore to be able to fully afford any expense related to the conferences;
- 8.2. If any, reimbursements will be made after the end of the semester;
- 8.3. If any, the amount of reimbursements will be decided by the Board depending on the financial situation of the Association;
- 8.4. In order to be eligible for reimbursement, participants have to
  - 8.4.1. submit their *Statement of Expenses* within two weeks after the end of the attended conference.
  - 8.4.2. attach to the *Statement of Expenses* any receipt, including but not limited to tickets and vouchers
  - 8.4.3. attend at least 80% of the sessions

**9. Liability**

- 9.1. Participants waive all and any claims against the Association involving compensation in part or in whole, of damages or losses incurred in association with travel and accommodation related to participation in the conference.
- 9.2. The Association does not incur liability for damages by accidents or in case of loss or theft of their valuables left in the conference rooms and buildings.

**FINAL NOTES**

- 10. The Association declines any responsibility for its members' behavior. Each delegate is responsible for his or her own individual actions and neither the Team, nor its Executive Board, will take over any kind of liability.
- 11. Breaches of this Code will be discussed by the Executive Board and may lead to the exclusion from a delegation or from the Association as a whole and will exclude the possibility from any financial reimbursement.
- 12. by signing this document, the participant agrees that there might be pictures of him / her on social media for marketing purposes.

Name

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Place and date

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Signature

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