

REZAN HAS ANATOLIAN HIGH SCHOOL
MODEL UNITED NATIONS 2023 (REZMUN'23)
WORKING PROCEDURES AND RULES

FIRST SECTION

Establishment, Purpose, Content

ESTABLISHMENT:

Article 1- Being established by Rezan Has Anatolian High School students, this organization is suitable for every high school students. Our community's full name is "Rezan Has Anatolian High School Model United Nations", and for short "REZMUN'23".

PURPOSE:

Article 2- Purpose of this regulation is to improve self-confidence and the feeling of responsibility, to create new interests in students and ensure the functioning of the committee and organization opened in scientific, social and cultural fields to bring national, moral, spiritual, humanitarian and cultural values.

CONTENT:

Article 3- This regulation includes all the rules and instructions that should be complied by every member in the congress. In case of noncompliance, Rezan Has Anatolian High School has the right to make punishments.

SECOND SECTION:

Behavior, Dress Code

BEHAVIOR:

Article 4-: During the organization, attendants must comply the behavior rules.

a) The attendants must be original minded.

b) During the speech, attendants must be formal.

c) Throughout congress politics is forbidden. In case of talking about politics, the attendants will be given first injunction. In case of recurrence, it is decided that the attendant will not receive any certificate and will be banned from the congress.

d) It is banned to use slang and curse words during the congress. If used, the committee chairs has every right to punish the attendant.

d.1) Abusive attendants have to apologize to committee.

d.2) In case of not apologizing to the committee, the attendant will be given a warning. If an attendant has received 3 warnings, he/she will be kicked out of the congress and she/he will not be given any certificate.

d.3) The attendants must be respectful to each other and the other people in the congress. Directly saying or implying any abusive words, idioms or proverbs is forbidden.

e) The speakers can be asked questions and the speakers has the right to not answer it.

e.1) The speakers has to share their decision about if they take any questions or not after finishing their speech.

f) During the speech, no one can interfere the speakers' religion and ethnics.

g) The speakers' speech must be simple and understandable.

DRESS CODE:

Article 5-: Throughout the conference attendants must comply the dress code, which is decided by REZMUN Founders' Committee.

a) For women, blouse and shirt with skirt in an appropriate and formal length, or pants are suitable. Dresses, pants and skirts has to be clean, neat, simple and ironed. Shoes or boots must be simple, dyed and normal-sized heeled. Sleeveless and open-necked blouses, tight clothes,

jeans and alike pants are forbidden. Skirts cannot have long slits. Sandals are forbidden.

b) For men, jeans, shorts are forbidden and men have to wear shirts and jackets. Ties and bow-ties are optional. Clothes must be clean, simple, ironed and shoes must be clean and dyed. Slippers and ankle-strap shoes are not allowed. In conference, it's not allowed to be shirtless or sockless.

THIRD SECTION

BEHAVIORS IN COMMITTEE:

Opening Speech, General Speaker List, Beginning To Speak, Dual Discussion, Resolution Paper, Delegate's Missions and Responsibilities, Usage of Technological Devices

OPENING SPEECH

Article 6- All the delegates who participates are mandatory to give an opening speech.

a) Opening speeches must not exceed 1 minute.

b) In the opening speech, delegates must introduce their country and share their opinions about the organization.

GENERAL SPEAKER LIST

Article 7-: After the opening speech section, delegates who wants to express their opinions about the topic must make committee chairs write their names. Given time to speak is 2 minutes.

BEGINNING TO SPEAK

Article 8-: After committee officially starts it is disallowed to speak without permission or interrupting someone's speech.

a) Attendants should raise their placards to have permission to speak.

b)Allowing delegates to speak is the right of committee chairs. The priority should be given to the first person to raise their placards, but giving the allowance to speak is under the initiative of committee chairs. Objecting to the committee chairs brings injunction.

c)In the time of a discussion, if someone is mentioned, the talking priority will be given to them.

DUAL DISCUSSION

Article 9-: During the committee, if two delegates are on different opinions, they are allowed to dual discuss. But before that, they have to ask for permission from committee chairs.

a) In dual discussion, two delegates discuss and they call for a vote.

b)This discussion must be polite and respectful.

c)The most voted delegate's opinion gets accepted.

c.1) If there is a tie between votes, committee chairs decides which opinion should be accepted.

RESOLUTION PAPER

Article 10-: The day that committee work is done, which is the last day of the conference, it happens with attendancy of all the attendants and the authorities.

- a) Decisions in which all committees conclude solutions that will benefit the future of our country will be declared by the committee chairs.

DELEGATES' MISSIONS AND RESPONSIBILITIES:

Article 11-: Delegates are in charge of thinking and finding solutions for the topics which are decided by congress authorities.

- a) Delegates, who are in responsibility of committee chairs and vice presidents, must think about the topic which concerns the committee. Delegates can share their opinions, give informations, and ask for discussion permissions.
- b) Delegates must be present at the committee and obey the instructions of committee chairs.
- c) Delegates cannot get of the subject which is decided by conference authorities.
- d) Delegates must behave accordingly to the rules of behavior. Insulting or abusing someone in committee is strictly prohibited.

USAGE OF TECHNOLOGICAL DEVICES

Article 12-: With the starting of conference, a person's usage of technological devices gets restricted.

a) In need of technological devices, the attendant must ask for committee chairs' permission.

b) It is forbidden to use a technological device without the permission of committee chairs.

SECTION FOUR

Organization Teams, Program Flow

ORGANIZATION UNITS

Article 13-: Organization units are assigned by REZMUN Founders' Committee.

a) General Directorate

General Directorate is the most authorized unit during the conference about making decisions (penal sanctions, changing the rules exc.).

b) General Secretariat

General Secretariat shares its authority with General Directorate. It's the controller of the academic team and responsible for supervising the operation also the functioning of the committees throughout the conference. They are the controllers of the resolution paper which will be delivered at the end of the conference.

c) Academic Team

It is connected to General Secretariat. Academic Team, does the duties which are given by General Secretariat. It is in charge of informing other units wishes, problems and requests which comes from our attendants.

d)Public Relations Team

It is connected to General Directorate. Public Relations Team, administers all the internal and external relations. Advertising to delegates before the organization, planning activities during the coffee breaks and organizing The Social is the duty of Public Relations Team. Preparing the consumables and handling them to the delegates is also the duty of Public Relations Team.

e)Logistics Team

It is connected to General Directorate. Finding a place for conference, finding accommodation for delegates, planning coffee break and handling treats to the delegates who got very exhausted during the conferences is its duty.

f)Financial Team

It is connected to General Directorate. Financial Team undertakes the tasks of dealing with the financial transactions of the conference and arranging sponsors.

g)Technical Team

It is connected to General Directorate. Technical Team prepares all the visual items of the organization. Works on our website, posting Instagram posts, designing the notebooks, pens, folders which will be given during the organization is the Technical Team's duty.

h) Press and Broadcast Team

It is connected to General Directorate. Press and Broadcast Team's duty is to photoshoot and record the delegates and committee during the conference.

i) Administrative Staff Team

It is connected to General Directorate. Before the organization, the Administrative Team organizes the place where we will host the delegates in the most convenient way for the delegates. It provides the preparation of the equipment that the delegates will need, and the communication between the delegates in the committee throughout the organization process.

j) Translation Team

It is connected to General Secretariat. Translation Team translates the texts which will be given from General Secretariat to English and German during conference.

SECTION FIVE

Rewarding, Punishment, Injunction

REWARDING

Article 14-: The awards which will be given to the attendants are decided by REZMUN General Secretariat.

- a) There will be a "Best Attendant" in every committee. "The Best Attendant" award is will be given to the person who presents her/his ideas respectfully in the committee, stands out in the committee with her/his knowledge, and sets an example for other delegates.

- b) After the Best Attendant is determined in each committee, two Outstanding Attendants will be selected.
- c) After the Outstanding Attendants are determined in each Committee, three Mention Awards will be given. The Mention Award is a non-certified award and is given to people who present their ideas, speak within their knowledge, but are not very sociable.
- d) The decision on giving the awards is up to Committee Chair's decision.

PUNISHMENT

Article 15-: Punishments which will be given to attendants in necessary situations are predetermined.

- a) Attendants who behave against the regulation will be punished by not sharing their opinions by Committee Chairs. If the attendant's inappropriate behavior still continues, they will be banned from committee.
- b) The punishment of the staff, who act in violation of the regulation and do not perform their duties, belongs to the authorized person above them.
 - b.1) If the staff still continues not to do their job despite the punishment, they will be banned by the General Director from the conference.
 - b.2) Staff who is banned or the attendant will not be attending any conference which will happen in the future.

INJUNCTION

Article 16:- The situations in which the participants will receive a warning being determined; In three warnings, there are cases of being banned from the conference and not giving their certificates.

a) In the situation of talking about politics, with the decision of the person above them, injunction will be given.

b) In the situation of not apologizing after using slang words, injunction will be given.

c) During committee, if the attendant is busy with any electronic devices after warnings which is given by Committee Chairs, the attendant will get injunction.

SIXTH SECTION

Opening, Closing, Breaks, Committee Works

OPENING

Article 17:- REZMUN'22 opening will be made by General Secretariat in the first day.

a) People who will be attending the opening ceremony will be decided by General Directorate if they are suitable for the ceremony's diplomacy.

b) At the beginning of the opening ceremony, the Flag Ceremony is held and the National Anthem is sung, as stated in the "Regulation on

Social Activities of Educational Institutions of the Ministry of National Education" dated 08.08.2017 and numbered 30090.

c) After the ceremony, speakers, who are decided by Directorate, will be speaking.

d) At the end of the opening ceremony, General Secretariat makes the opening speech and lets REZMUN'22 begin.

CLOSING

Article 18-: REZMUN'22 closing will be made by General Secretariat in the third day.

a) There shouldn't be any behaviors against the regulation until the organization gets finished by General Secretariat.

b) When the official closing happens, some decided speakers and Committee Chairs will be making their speeches. Then they will be handing out the certificates and rewards to the attendants.

COFFEE BREAKS

Article 19-: The time between sessions.

a) The time of coffee breaks is stated in the program flow.

- b) During the coffee breaks, attendants shouldn't be behaving against the rules.
- c) Organization team and the attendants can consume the food supplies which will be provided by REZMUN.

COMMITTEE WORKS

Article 20-: It starts and ends between the decided times.

- a) Committee Works start when Committee Chairs announce to start.
- b) Sessions are not over until the Committee Chairs approve that it's over.
- c) Committee Chairs must let attendants know when the break time is about to begin.
- d) If it is necessary General Secretariat can delay the end of the session or start it a little bit early than usual.

SEVENTH SECTION

Personal Data Protection Law, Ministry of National Education Social Activity Permits Directive, Clarification Text, Parent Permission Certificate, Explicit Consent Consent, Participation Form and Commitment

PERSONAL DATA PROTECTION LAW:

Article 21-: REZMUN'23, It presents the Clarification Text prepared in accordance with and based on the Law on the Protection of Personal Data No. 6698 in sub-articles.

MINISTRY OF NATIONAL EDUCATION SOCIAL ACTIVITY

PERMISSIONS DIRECTIVE:

Article 22-: REZMUN'23, The Ministry of National Education submits the Parent's Permission Certificate, the Open Consent Approval Certificate, the Participation Form and the Commitment Document, which are prepared in accordance with the Social Activity Permits Directive, in the sub-items.

CLARIFICATION TEXT:

Article 23-:

REZMUN'23 General secretariat

REZMUN'23 General Secretariat; Name-surname, contact information and personal data of past conference attendances shared by the participants on www.rezmun.org;

- a) To be able to address the people who call, apply and send petitions correctly,
- b) Confirmation of the search and application and determination of the number of searches and applications for statistical purposes,
- c) It operates for a limited period of time for the purposes of using it as evidence in disputes that may arise.

These personal data are not shared with third parties.

These personal data are processed automatically via telephone and computer based on the legal reason stated in Article 5 of the Law that "it is necessary for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject".

Your requests within the scope of Article 11 of the Law "regulating the rights of the person concerned" can be sent to the address of Küçükyalı Rezan Has Anatolian High School, Küçükyalı Merkez Mah. Mektep Cad. No 86 Maltepe / İSTANBUL in writing.

Parent Permission Certificate:

Article 24-:

ANNEX-1			
PARENT PERMISSION CERTIFICATE			
STUDENTS			
Name-Surname			
School			
Class			
EVENT HOSTING SCHOOL/ORGANIZATION			
Name	Küçükyalı Rezan Has Anatolian High School		
Address	Kucukyali Merkez Nbh. Mektep Street Nu:86 Maltepe / ISTANBUL		
County	Istanbul	District	Maltepe
Event Type	Conference		
Date	19-20-21-22 January 2023		
Topic	Rezan Has Anatolian High School MUN conference will be organized to work with participants from different cultures and to develop teamwork skills in order to exchange ideas and find solutions to problems while respecting each other's ideas.		
I am the parent of the student whose information is given above; I accept and declare that the above-mentioned school gives permission to participate in the event organized.../2022			
Students Parent Contact Info Parent (PERSONS DIRECT CONSENT) Name-Surname E-mail	SIGNATURE		

DIRECT CONSENT APPROVAL DOCUMENT

Subject-25:

ANNEX-2			
DIRECT CONSENT APPROVAL			
STUDENTS			
Name-Surname			
School			
Class			
	EVENT HOSTING SCHOOL/ORGANIZATION		
Name	Küçükyalı Rezan Has Anatolian High School		
Adress	Kucukyali Merkez Nbh. Mektep Street Nu:86 Maltepe / ISTANBUL		
County	Istanbul	District	Maltepe
Event Type	Conference		
Date	19-20-21-22 January 2023		
Topic	Rezan Has Anatolian High School MUN conference will be organized to work with participants from different cultures and to develop teamwork skills in order to exchange ideas and find solutions to problems while respecting each other's ideas.		
I accept that the information I have declared within the framework of the aforementioned event is correct, provided that my personal data will be used, registered and deleted by the aforementioned school during the event calendar, within the framework of the rules specified in the open specification of the event...../2022			
Students Parent CONTACT INFO Parent (PERSONS DIRECT CONSENT) Name-Surname: E-mail		SIGNATURE	

PARTICIPATION FORM AND COMMITMENT:

Article 26-:

PARTICIPATION FORM AND COMMITMENT				ANNEX-4
STUDENTS				
Name-Surname				
Class				
EVENT HOSTING SCHOOL/ORGANIZATION				
Name	Küçükyalı Rezan Has Anatolian High School			
Adress	Kucukyali Merkez Nbh. Mektep Street Nu:86 Maltepe / ISTANBUL			
County	Istanbul	District	Maltepe	
Call Number	+90 216 366 0392	E-mail	sironurk@gmail.com	
EVENTS				
Event Type	Conference			
Date	2023			
Topic	Rezan Has Anatolian High School MUN conference will be organized to work with participants from different cultures and to develop teamwork skills in order to exchange ideas and find solutions to problems while respecting each other's ideas.			
I undertake that the written documents and photographs prepared for the event can be published in all kinds of publications by the institutions organizing the event, that they can be used in their works and that I fully accept the provisions of the specification for this event. ..././2022				
Students Parent CONTACT INFO Parent (PERSONS DIRECT CONSENT) Name-Surname: E-Mail Signature:	Student's Name Surname Signature			
It will be signed separately by the student and their parents.				

PROGRAM FLOW

Article 21-: There's a program flow that you can follow during the organization.

JANUARY 20 2022- MONDAY 11.00-12.00 REGISTRATION 12.00-14.00 OPENING CEREMONY 14.00-14.30 COFFEE BREAK 14.30-16.00 SESSION ONE 16.00-16.30 COFFEE BREAK 16.30-17.30 SESSION TWO	JANUARY 21 2022- TUESDAY 09.00-10.30 SESSION THREE 10.30-11.00 COFFEE BREAK 11.00-12.30 SESSION FOUR 12.30-14.00 LUNCH 14.00-15.30 SESSION FIVE 15.30-16.00 COFFEE BREAK 16.00-17.30 SESSION SIX
JANUARY 22 2022- WEDNESDAY 09.00-10.30 SESSION SEVEN 10.20-11.00 COFFEE BREAK 11.00-12.30 SESSION EIGHT 12.30-14.00 LUNCH 14.00-15.30 SESSION NINE 15.30-16.00 COFFEE BREAK 16.00-17.30 SESSION TEN	JANUARY 23 2022- THURSDAY 09.00-10.30 SESSION ELEVEN 10.30-11.00 COFFEE BREAK 11.00-12.30 SESSION TWELVE 12.30-14.00 LUNCH 14.00.15.30 SESSION THIRTEEN 15.30-16.00 COFFEE BREAK 16.00-17.45 CLOSURE AND PROCLAMATION

BERAT ÜRKÜT
Director General

ÇAĞLA KABAOĞLU
Deputy Director General