



Appendix A: Document Authorship & Revision History

The following mandate and constitution were conceptualised, drafted, and compiled as an institutional governance document for SECMUN, with the objective of codifying Secretariat roles, operational frameworks, and procedural integrity. It serves as the foundational charter governing the internal structure and functional conduct of the club.

The drafting process was led by the Secretary-General in consultation with the SECMUN Core Panel and under the academic supervision of the Teacher-in-Charge during the academic year 2025. The document reflects collaborative input from Secretariat leadership and was ratified upon formal review in the same session.

- **Document Title:** SECMUN Secretariat Mandate Document and SECMUN Constitution
- **Document Type:** Institutional Governance Framework
- **Original Draft Author:** Mr. Sambuddha Das (Secretary-General, 2025–26)
- **Supervising Authority:** Teacher-in-Charge, SECMUN
- **Reviewed and Ratified By:** SECMUN Core Panel of 2025-26 (President, Secretary-General, General Secretary, Board of Supervisors)
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