



SISMUNC Club Charter and Internal Governance Document

Preamble

This Charter establishes the governance structure, operational procedures, and ethical standards for SISMUNC (School's International Model United Nations Club). Its primary purpose is to ensure the club functions with transparency, integrity, and efficiency, providing a clear mechanism for dispute resolution to preempt internal political conflicts and bias. This document is the ultimate source of internal policy. All delegates and SB members are expected to adhere to the SISMUNC Delegate Code of Conduct; any breach is subject to the internal dispute resolution protocol outlined herein.

Section 1: Governance Structure and Hierarchy

1.1 Secretariat Board (SB) Roles and Responsibilities

The SISMUNC Secretariat Board (SB) is composed of five core student leadership roles, each with defined areas of authority and responsibility:

President (Chief Executive Officer): The head of the club, responsible for overseeing all club activities, operations, and meetings. The President sets the vision, tone, and goals for the MUN Club and future conferences. This role leads the SB, ensures coordination, and approves major decisions related to finance, events, and partnerships. The President acts as the final decision-maker in case of internal disputes after VP escalation.

Vice President (VP) (Case Triage Officer & Operations): The bridge between leadership and the team. The VP assists the President in executing plans and maintaining club discipline, supervising specific departments (Logistics, Internal, Finance, etc.), and taking charge in the President's absence. The VP is the triage officer for all formal disputes, resolving minor cases and escalating severe ones to the President.

Treasurer & Director of Staff (Financial and Administrative Anchor): This role manages all financial matters, including budgeting, fund allocation, and expense tracking. The Treasurer

maintains records of club funds, receipts, and sponsorship contributions, while also overseeing the welfare and organization of the operational staff team.

Director of Logistics (Backbone of All Operations): The Director of Logistics handles all physical arrangements for meetings, workshops, and conferences (setup, materials, equipment, delegate kits). This role coordinates with school administration for resource support, ensures facility logistics are organized, and oversees all on-ground execution during any SISMUNC conference.

Director of Internal Management (DIM) (Order, Communication, and Member Relations): The DIM manages internal communication and keeps records of meetings, member attendance, and departmental progress. This role handles initial conflict resolution within teams and acts as the official recipient of all delegate reports (from the Equity Board).

1.2 The Official Equity and Disciplinary Chain of Command

This hierarchy dictates the path of escalation, decision-making, and final sign-off for all delegate reports, ethics breaches, and severe disputes:

1. **DIM:** Receives the initial report, conducts fact-finding, and compiles the formal Case Report.
2. **VP:** Receives the report; resolves minor/moderate breaches or immediately escalates severe ones to the President.
3. **President:** Makes the ultimate student-level decision on all escalated disputes and disciplinary actions (unless the President is the subject of the dispute).
4. **Teacher Representative:** Provides mandatory institutional approval for major actions (e.g., member expulsion, delegation withdrawal).
5. **Club Advisor (Senior SB Advisor):** Provides explicit help to break any deadlock among the student leaders. All final decisions related to ethics or major policy changes must be signed off by the Advisor, subject to availability (see Section 3.C).

Section 2: Elections and Succession Protocol

All SB elections and successions will follow this mandated, strict process to ensure fairness and prevent political manipulation:

2.1 Eligibility and Candidacy

Eligibility: All active members are eligible to run for any Secretariat Board role.

Candidacy: Requires a formal application submitted to the Teacher Representative, including a vision statement and a minimum of three signatures from non-SB members supporting the nomination.

2.2 The Merit-First Selection Process

1. **Selection Timing:** Selection for all Secretariat Board roles will be held **after every external conference** arranged by SISMUNC.
2. **Mandatory Merit Screening (60% Weight):** The selection process will utilize a two-stage approach to ensure leadership **competency** and mitigate the risk of placing an unsuitable "fan favorite" in power. All candidates must first pass a **Mandatory Merit Screening** conducted by the outgoing Secretariat Board panel, which carries a **60% weight** in the final score.
 - **Criteria:** This assessment includes a **Viva/Interview** (evaluating capability, vision, and leadership potential) and the **Contribution Record** (documented track record of past performance, attendance, and club project success).
 - **Elimination Threshold:** The SB panel will determine a **mandatory minimum score** that candidates must achieve in this 60% weighted assessment to become **Eligible Candidates**. Candidates who fail to meet this threshold are immediately **eliminated** from the election process and will not proceed to the electoral vote.
- 2.2.A: **Merit Score Weighting Criteria (Mandatory)** To ensure candidates are selected for the specific responsibilities of the role and not just popularity, the 60% Merit Score must be weighted as follows for the top two roles:
 - **President:** Highest weighting must be assigned to **Impartiality and Judicial Temperament** (40%), Dispute Resolution Experience (10%), and Administrative Oversight (10%). This is designed to filter for the *Neutral Judge* skillset.
 - **Vice President:** Highest weighting must be assigned to **External Networking/Soft Power** (30%), Confidential Triage Skill (20%), and Charter Policy Mastery (10%). This is designed to filter for the **Strategic Inter-Institutional Liaison and Intelligence Capacity** required for the role.
3. **Electoral Vote (40% Weight) and Final Selection:** Only **Eligible Candidates** proceed to the final secret ballot vote by all **active members**, which carries the remaining **40% weight**. The preceding Secretariat Board panel will collectively oversee the entire process, including conducting the merit screening first, then overseeing the voting, and finally calculating the **combined weighted score (Merit 60% + Vote 40%)**. The candidate with the highest total combined weighted score will be selected.
4. **Campaigning:** Strictly limited to one week. The focus must be on club policy and platforms. Personal attacks or political campaigning based on friendships are grounds for immediate disqualification by the administering SB panel.
5. **Voting and Results:** Voting is done via secret ballot. All active members of SISMUNC are eligible to vote. Results are verified by the Teacher Representative and the Club Advisor. The Club Advisor's ruling on any election appeal is final and binding.

2.3 Club Advisor Selection and Oversight

The Club Advisor serves at the discretion of the Secretariat Board. Following the official election cycle (Section 2.2), the newly elected SB panel must formally re-confirm the sitting Club Advisor. If the new SB panel determines that a change is necessary, they may propose a new Club advisor, subject to final approval by the Teacher Representative.

2.4 Resignation and Succession Planning

1. **Notice Requirement:** Any member of the Secretariat Board (SB) or the Club Advisor wishing to resign their position must issue a formal, written notice to the President (or the Teacher Representative, if the President is resigning) a minimum of seven (7) days prior to their intended departure date.
2. **Handover Protocol:** During this 7-day notice period, the resigning member is obligated to complete a comprehensive, documented handover of all duties, assets, and records to the designated interim successor (appointed by the President).
3. **Immediate Vacancy:** In cases of documented emergency, illness, or severe ethics violations leading to immediate removal, this notice period may be waived by the President and the Teacher Representative, initiating an immediate succession plan (Section 2.2).

Section 3: Internal Dispute Resolution Protocol

This section mandates the procedure for handling all internal disputes, prioritizing Impartiality, Confidentiality, and Due Process.

Procedural Timeline: All formal reports must be reviewed (from DIM receipt to VP triage decision) within seven (7) business days to ensure timely action.

A. Internal/Personnel Conflict

• **Team Conflict (Logistics vs. Internal Management):** When the Director of Logistics and the DIM clash over resource scheduling, causing friction. The resolution stance is **Mediation and re-alignment of operational flow. Resolution Path:** The DIM conducts mandatory mediation. If unsuccessful, the VP enforces a binding resolution to re-align their operational duties.

Treasurer Oversight: When a Head Delegate claims the Treasurer is unfairly delaying fund allocation for a workshop. The resolution stance is **Transparency and adherence to budget rules. Resolution Path:** The Treasurer provides immediate, documented financial records to the VP. The VP reviews the budget justification and approves or denies the transfer, thereby resolving the dispute.

B. Leadership and Authority Disputes

VP Scope Creep: When the VP makes a major decision (e.g., a new training policy) without consulting the President. The resolution stance is **Clarification of roles and restoration of Presidential authority. Resolution Path:** The President issues a formal, written reminder to the VP about the limits of the VP role, documented by the DIM. Continued violation escalates to disciplinary review.

Performance Breach: When a sitting SB member is consistently failing to execute their duties (e.g., Director of Logistics failing to secure venues). The resolution stance is **Due process:**

warning, documentation, and penalty. Resolution Path: The DIM documents all performance failings. The President issues a formal written warning with a 2-week improvement plan. Failure to comply leads to removal, signed off by the Club Advisor.

C. Ethics and Political Bias Disputes

• **Bias/Favoritism:** When a delegate reports that the VP is unfairly favoring friends in committee assignments. The resolution stance is **Zero-tolerance for bias; mandatory, documented investigation. Resolution Path:** The DIM conducts a thorough, confidential investigation. The case is escalated directly to the President. The Club Advisor must sign off on the final disciplinary action to ensure impartiality. **Alleged Misconduct by the President:** When the President is alleged of ethics violation, bias, or other gross misconduct. The resolution stance is **Impartial investigation; immediate transfer of disciplinary power. Resolution Path:** The VP takes

control of the investigation, conducts the Case Report, and presents the full findings to the Club Advisor. The Club Advisor issues the final, binding ruling and action (including dismissal).

Confidentiality Breach: When an SB member (any) is found to have leaked sensitive information or delegate reports. The resolution stance is **Immediate suspension; high penalty for breach of trust. Resolution Path:** The President issues immediate suspension pending investigation. If proven, the President recommends permanent removal. The Teacher Representative and Club Advisor must approve removal.

• **Deadlock on Action:** When the Secretariat Board cannot agree on the correct disciplinary action for a severe ethics breach. The resolution stance is **Mandatory External Intervention to ensure resolution. Resolution Path:** The case is immediately referred to the Club Advisor for explicit help. If the Club Advisor is unavailable to issue a ruling within forty-eight (48) hours of notification, the authority to issue the final, binding ruling transfers immediately to the Teacher Representative.

Section 4: Charter Amendment Process

This Charter may only be amended under the following strict conditions to prevent arbitrary changes by a single SB:

1. **Proposal:** An amendment must be proposed in writing by either the President, the Club Advisor, or by a petition signed by **30%** of the active delegation.
2. **Review:** The proposed amendment must be formally reviewed and approved by a simple majority vote (2/3) of the student SB (President, VP, DIM, Treasurer, and Logistics Director).
3. **Final Approval:** The amendment is valid only after it receives explicit sign-off from both the Teacher Representative and the Club Advisor.

