



CONSTITUTION OF THE ALPHA SOCIETY

ARTICLE I: PRELIMINARY

1. **Name:** The name of the society shall be '**The Alpha Society**' and shall employ the acronym '**Alpha**' for the purposes of publicity & common use and will be referred to as 'the Society' here onwards.
2. **Purpose:** The society shall strive to provide entertainment to the LUMS family, and beyond.
3. **Scope:** The scope of the society shall include conduct & participation in all entertainment based activities, including but not limited to, screening of movies and sports matches, scavenger hunts, photo scavenger hunts, treasure hunts, leisure trips to fun places, carnivals, Rung (color brawl), board games, paintballing, and movie marathons.
4. The society will not discriminate on the basis of race, religion, national origin, gender, age or disability.

All changes to this constitution must be done through the Alpha Constitution Review Committee and should be approved by Office of Student Affairs, hereafter referred to as by its acronym, 'OSA'.

ARTICLE II: MEMBERSHIP OF SOCIETY

The purpose of these procedures is to provide a systematic recruitment process that promotes fair dealings between student and the society.

1. Recruitment will be conducted at the start of Fall Semester and Spring Semester as outlined in Article II Clause 1, 2, 3 & 4.

2. The recruitment procedure shall commence with recruitment activities originated by the society and directed towards student body of LUMS for the purpose of encouraging association with the society.
3. The activities will apprise the interested student body of the nature of tasks undertaken by the society, expectations and the norms and ethics the society upholds.
4. The recruitment procedure at the start of the year will be **two stage process**:
 - 4.1. **Stage I: Applications:**
 - 4.1.1. After orientation session, applications will be invited for the membership of the society.
 - 4.1.2. The applications will judge and shortlist student body on spirit, required expertise and commitment.
 - 4.2. **Stage II: Interviews:** Candidates shortlisted on the basis of the **criteria** Stage I will be called for interviews. Interviews will gauge candidates according to criteria outlined in 4.1.2.
5. At the end of the year, General Body and Executive Council shall automatically stand dissolved.

ARTICLE III: CODE OF CONDUCT

1. Alpha expects its members to uphold and demonstrate following values and ideals:
 - 1.1. **Honesty** in all dealings with others, as foundation of all other values.
 - 1.2. **Respect** for others, as shown by consideration for their beliefs and needs.
 - 1.3. **Integrity** in adherence to moral and ethical principles.
 - 1.4. **Excellence** in all work performed, reflecting ideal of quality as a virtue.
 - 1.5. **Commitment** in demonstrating obligation towards society's vision, decisions & promotion.

2. **Conduct:** All members must place the interests of the society above those of personal or sectional interests.
 - 2.1. All members are expected to treat their fellow members, their superiors and their subordinates professionally, with due respect and diligence.
 - 2.2. Interviews will be conducted with due respect. If any interviewer found guilty for harsh words, disrespectful tone or demand of unnecessary activity then ALPHA has the right to expel that member.
 - 2.3. The reputation and integrity of the society should not be compromised at any point of time. It is every member's duty to uphold this regulation.
 - 2.4. The image of the society should not be harmed through any misconduct by members.
 - 2.5. No member shall participate in slandering against the society; instances of which include emailing on public domains and writing or commenting on individual and public blogs.
 - 2.6. Members should employ conflict resolution outlined in this constitution to seek remedies for their grievances.
 - 2.7. Members will be diligent in abiding by all university policy, including but not limited to the requirements of the student handbook and the code of conduct of the university, and the code of conduct stipulated under the LUMS Sexual Harassment Policy. Any finding of breach of these policies by the authorized bodies (OSA/OAI/SHIC) will lead to repercussions under this Constitution.

Any disregard or violation of this principle could lead to repercussions including, but not limited to, suspension, demotion or expulsion from society.

In case of breach of the code of conduct, the accused will be referred to the concerned department for investigating and judging the case with due consent of the patron. In case of Harassment Society will refer the case to SHC, or DC. While if one is found involved in corruption either financial or of responsibilities, case will be referred to CCA and DC.

ARTICLE IV: THE EXECUTIVE COUNCIL

1. There shall be an executive council which shall consist of the four (4) members, namely the **President**, the **Vice-President**, the **General Secretary**, and the **treasurer** in decreasing seniority.
2. **Power of the Executive Council:** The Executive Council, hereafter referred to by its acronym 'EC', shall exercise the following rights:
 - 2.1. The EC shall have the right to set-up a commission to amend the constitution given that it has the support of no less than 2/3 of the general body members.
 - 2.2. To exercise the said powers, all four members of the EC shall be unanimous in their opinion and verdict.
3. **President:** There shall be a President of the Alpha who shall be the Head of the society and along with remaining members of EC, shall represent the unity of the Society.

3.1. The President shall be the person responsible for all activities carried under the umbrella of the said Society.

Duties of Executive Council in relation to President: It shall be the duty of the Executive Council:

3.1.1. To communicate to the President all decisions of the Executive Council relating to the administration of the affairs of the Society;

3.1.2. To furnish such information relating to the administration of the affairs of the Society and proposals for Events as the President may call for; and

3.2. Duties of President: The President shall:

3.2.1. Be responsible to uphold the Constitution of the Society at all times.

3.2.2. Be the principal policy planner of the society.

3.3.3 Sign every official document for the society and get it approved from the Patron before submitting it to the extracurricular office.

3.3.4 Represent the Society in the Board of Presidents.

3.3.5 The President has the right and obligation to protect the Society, and if, in his/her opinion a certain council member is not working for the best interest of the club, he/she with the approval of the committee (Patron, President, and atleast 2 other members of the EC) should relieve that member of his/her duties.

3.3.6 The President must be aware of all University procedures related to the Society programmes and make sure to follow them as well.

4. **Vice-President:** There shall be a Vice-President, hereafter referred to as 'VP' of the Society who will act as a Deputy to the President and act in his aid for the objectives and purposes defined as above.

4.1. Duties of the Vice President: The VP:

4.1.1. Shall actively take part in the execution of the operations which have been directed by the President with the aid of the Executive Council.

4.1.2. Be responsible for furnishing detailed annual plans relating to all events and would be required to oversee their completion.

4.2. The emphasis of the Vice President shall be on execution and designing of the event plan.

4.3. The Vice President shall act as the President in the latter's absence.

5. **General Secretary:** There shall be a General Secretary of Alpha, referred to as 'GS' who shall have an elaborate coordination role in the society. The GS shall perform his functions as a non-supervisory staff officer of the society.

5.1. Duties of General Secretary: The GS shall:

- 5.1.1. Schedule meetings all year round and make a note of all minutes of meetings through out the year.
- 5.1.2. Send emails and text messages to notify the society members of any updates or alerts.
- 5.1.3. Engage the general student body on behalf of Alpha.
- 5.1.4. Act as the principal communications officer for the society.
- 5.1.5. Keep records of all Alpha documents and papers that may be entrusted to his person.
- 5.1.6. Maintains membership directory of both executive and general council for current year.
- 5.1.7. Disseminate information/decisions made by the society to all the executive/general council members of the society.

Demonstrate an awareness of the domains of all departments within the society and the respective communication of these to the office-bearers.

6. **Treasurer:** There shall be a Treasurer of Alpha, shall handle all the finance related affairs and cashflows of the society.

6.1. **Duties of Treasurer:** The Treasurer shall:

- 6.1.1. Prepare budgets for the society.
- 6.1.2. Submit bills, invoices and receipts to the Extracurricular Staff.
- 6.1.3. Maintain an accounting system to record all income and expenses.
- 6.1.4. Keep records of all Alpha documents and papers that may be entrusted to his person.
- 6.1.5. Deposit any funds into the Student Organization/LUMS Account, maintained at the Accounts Office.

ARTICLE V: THE GENERAL COUNCIL

1. There shall be two (2) Functional Departments, each to be headed by a full-time officer of the rank of Directors and assisted by Assistant Director(s) according to available posts.
2. The Functional departments shall be referred to as **Supervision** and **Publicity**.
3. **Duties of Supervision Department:** The Supervision Department shall:
 - 3.1. Be responsible for the screening of movies and sports matches, and handle all logistical work, including but not limited to, booking of auditoriums and multimedia.
 - 3.2. Handle all logistical work during the organization of any event.
4. **Duties of Publicity Department:** The Publicity Department shall:
 - 4.1. Be responsible for the publicity and promotion of all events of the society around the campus and to the whole LUMS body.
 - 4.2. Design posters, fliers, standees and charts for the promotion of events.
 - 4.3. Setting up desks, boards and projector screens outside PDC to publicize upcoming events.
 - 4.4. Send emails to the LUMS student body regarding promotion of an event, from the society's account.

ARTICLE VI: EVALUATION AND SUCCESSION

Evaluation & Succession refers to the appraisal of a person's work capability, supervisory abilities, commitment, experience and ability to work as a team to ascertain his/her standing in the society and for succession to the Executive Council.

1. The evaluation for succession to the Executive Council will be held at year-end.
2. **Evaluations:** There shall be a form, duly approved by the Executive Council, which will be hereafter referred to as '**Evaluation**'. The Evaluation will be:
 - 2.1. Conducted at the end of year.
 - 2.2. Conducted by the respective Director for Team Evaluation and the Executive Council for Functional Team Evaluation.
 - 2.3. Evaluation shall be based upon the following characteristics: Leadership skills, Commitment, Results, Team work and Experience
 - 2.4. Evaluations shall use a 'forced-ranking' method, whereby each member will be assigned a rank with regards to his co-workers.
 - 2.5. The General Secretary shall maintain a comprehensive record of all evaluations, and it will be his responsibility to ensure all recommendations are filled.
 - 2.6. The evaluation be a confidential document and will be available for perusal of the person concerned only. The Executive Council however will have access to the evaluation form.

Experience: Experience to be required for the posts of Director & Assistant Director is 1 year and for the Executive Council it stands at 2 years.

ARTICLE VII: CONFLICT RESOLUTION

1. **Conflicts within the Executive Council:** In case of a conflict amongst members of the Executive Council (hereafter referred to as '*conflicting parties*') over any dispute, the remedies shall be exercised in the order mentioned below:
 - 1.1. The *conflicting parties* will abide by Alpha Code of Conduct & will make every possible effort to resolve the conflict through mutual dialogue & shared responsibility.
 - 1.2. If both *conflicting parties* fails to resolve matter within three days by themselves, than a vote shall take place among EC members. The solution with majority votes shall be deemed final.
 - 1.3. If SC fails to create a majority to resolve the conflict within ten days, a special session of General Council will be called upon. Both *conflicting parties* shall have two options, *either* present their case in person to the special session of GC members, *or* submit a write up of their respective cases to each member of GC prior to the special session with anonymity. The GC shall thereafter:
 - 1.3.1. Consult within themselves in the absence of *conflicting parties*.
 - 1.3.2. Decide and arrive at a consensus decision. If that is not possible, the solution with the majority votes among the GC members shall be deemed final. All the proceedings of this special session shall be done in only one seating of Executive Council.
 - 1.3.3. The proposed solution shall be binding on both *conflicting parties*.
 - 1.4. If the conflict assumes such critical proportions that it seriously hampers the society's working, an emergency session of the General Council shall be called upon. The GC shall thereafter:
 - 1.4.1. Hear the arguments presented by both sides and consult in the absence of conflicting parties.
 - 1.4.2. Thereafter it will arrive at decision giving its verdict on the removal of the concerned EC member, only after a unanimous favor.
 - 1.4.3. The next-in-line EC member will assume the dismissed member's responsibilities, and vacant post shall be filled by remaining GC members through the same succession criteria defined in Article VI.
 - 1.4.4. The new EC member shall ask for a vote of confidence from the GC.

2. **Conflict with other Societies:** The guiding principle for Alpha regarding its relations of with other societies will be of congeniality and cooperation.
 - 2.1. In a situation of contention, that may arise with specific societies shall be dealt with on the basis of a consensus in the Executive Council & advice from OSA, but represented by the President.

SCHEDULE I: ORGANIZATION

Executive Council	President Vice President General Secretary Treasurer
General Council	Directors: Supervision & Publicity Asst. Directors: Supervision & Publicity.

General Body

General body members

I have read the contents of the constitution and find it in accordance with the prescribed rules & regulations. I hereby authorize the promulgation of the constitution.

Dr. Imran naeem

Patron, Alpha Society.

Mam Hiba

Head, CCA.