



The Constitution of Amnesty International LUMS

Formulated by:
EC 2018-19

Amended by:
EC 2020-21

Amnesty International

Amnesty International is a worldwide non-governmental organization which aims at recognizing human rights and helps in promulgating awareness about the grave abuses of human rights.

Through its campaign we attempt to generate action to prevent and to demand justice for those whose rights have been violated.

We believe human rights abuses anywhere are the concern of people everywhere and thus our activists take up human rights issues by mobilizing public pressure through mass demonstrations, vigils and direct lobbying as well as online and offline campaigning.

Amnesty International LUMS Chapter aims at recognizing the ongoing struggle for human rights, and endeavours in bringing forth pertinent issues of human rights violations in Pakistan. The AI LUMS helps in raising awareness amongst the populace about the gross violation of human rights and ways to bring forth the provision of universal unalienable rights for all.

Amnesty International LUMS

It is a student run chapter of Amnesty International which aims to raise awareness regarding the mass Human Rights abuses within Pakistan and even globally. With its new projects, Amnesty International LUMS is also trying to educate the children and the youth regarding the various biases that exist in our society and how we can change our attitude to make this country a safe place for all genders, religions, cultures and races.

Hierarchical Structure

Amnesty International LUMS has the following hierarchical structure:

- a) The Patron;
- b) The Executive Council;
- c) The Departments;
- d) The General Body of members.

The Patron

Amnesty International LUMS shall work under a patron who shall be existing member of the LUMS faculty.

He or she will have the powers to:

- Supervise the functions and activities of the society
- Evaluate its performance;
- Monitor activities and engagements of the society and its members;
- Remove any member from the society's general body or any member of the Executive Council if deemed fit or necessary by him/her;
- Reserve the final say on any matter if any complaints are brought to his/her knowledge.

The Executive Council

The Executive Council for Amnesty International LUMS will contain the following four posts:

- a) President;
 - b) Vice President;
 - c) General Secretary;
 - d) Treasurer.
- All juniors and seniors shall be eligible to apply for the Executive council of the society.
 - In case the existing council feels that they are unable to find dedicated people from within the society, the matter can be taken to the Patron.
 - Non-members will only be considered for the EC position after due consultation with the Patron.
 - The patron may take interviews for the selection of the Executive council.

Responsibilities of EC

- The Executive Council will serve the society for one year. It is the sole decision making body of the society which will work with the patron on all the matters.
- It will be responsible for formulating a plan for the academic year.
- All the EC members will work towards formulation of projects and will have to come up with new ideas to keep the society active.
- All EC members will have to work towards improving the image of the society.
- Simple majority amongst the members is necessary for any decision of the Executive Council to pass successfully. In case the EC is divided about any decision or event then the Patron must be asked to decide the matter in the best interest of the society.

The President

The President shall:

- Preside over Executive Council's meetings;
- Provide an overall vision for the society;
- Supervise the overall functioning of the society;
- Take the lead in initiating new events;
- Call Executive Council's meeting.

Vice President

- Keep a record of previous year's projects and design upcoming year's projects accordingly.
- Oversee the execution of projects
- Keep the Executive Council updated on progress and potential problems associated with the projects;
- Identify opportunities for potential collaborations with other societies at LUMS;
- Oversee the execution and the finances of all events; including the delegation of tasks.

General Secretary

- Preside over General Body meetings;
- Supervise all internal departments and ensure proper functioning of the society;
- Co-ordinate with the LUMS administration regarding all society policies;
- Oversee year-round communication between the departments and
- Supervise the activity and performance report.

Treasurer

- Raise funds for all Amnesty International LUMS events in collaboration with the marketing department;
- Establish relationships and maintain a database of potential sponsors and donors and guests;
- Establish relationships with and maintain a database of existing and potential sponsors and donors;
- Record and handle the transactions undertaken by Amnesty International LUMS:
 - All account statements;
 - Copies of receipts of all society transactions;
- Ensure correct and efficient use of society funds to minimize wastage and misuse.

Existing Departments

a) External Relations and Events

The department shall hold following responsibilities:

- Formulating a database of contacts and building on the existing one
 - = The database should consist of the contact details of maximum number of people related to the mission of Amnesty International, such as human rights activists and representatives of relevant NGOs.
- A constant communication with the guests before the events
 - = actively working to address their concerns
 - = providing them the necessary protocol like escorting them to and from the venue
- Actively planning and organizing the events while coordinating the efforts for maximum participation by the student body in each event
- Coordinating with the Treasury department to ensure the adequate and timely provision of the funds required for an event

b) Marketing & Promotions

The department shall hold the following responsibilities:

- Drawing a comprehensive annual marketing plan, in consultation with the EC
 - = implementation and monitoring the plan
- Maintaining and developing a network of potential sponsors for various Amnesty events and projects
- Ensuring effective intra-society communication for the exchange of information regarding potential sponsors
- Covering all events arranged by the society and maintaining a backup of the whole media related content
 - = using the content to maintain an active presence on all the social media accounts belonging to the society
- Consistently updating the social media accounts with information regarding all the activities related to the society

c) Human Resource

The department shall hold the following responsibilities:

- Maintaining a database (names, roll numbers, contact information etc.) of the general body
- Staying updated regarding the hiring requirements of all the departments and informing about it to the EC
- Communicating with the general body, through emails and WhatsApp, for the General Body Meetings
- Ensuring interdepartmental communication and coordination to make the society coherent
- Responsible for conducting quarterly performance reviews of all departments and their members and issuing probation notices after the end of these evaluations
- Ensuring that they come up with new plans to engage the general body and keep them motivated

d) Logistics

The department shall hold the following responsibilities:

- Keeping a track of the materials required by the different departments and ensuring their procurement through LUMS Procurement department
- Managing the printing functions of the society
- Handling the functions related to CCA, such as event approval and the booking of auditoriums
- Ensuring the availability of all the items required for an event, in the auditorium on the day of the event

e) Content writing

The department shall hold the following responsibilities:

- Constantly providing the written content for the various social media accounts belonging to the society
 - Collecting, editing and formatting the content
- Apprising the EC of the department's quarterly plan
- Coordinating with the Promotions department to communicate to the student body the opportunities available to the students for getting their work published on the society's official platforms

Directors and Ads

The selection for directors and Ads will be as following:

- The EC should ask the existing Directors about their recommendations for the next Directors and Ads and then should select amongst them the ones who have shown dedication and consistency during the past year.
- In case the Director has not been promoted to the position of the EC they may nominate themselves however, if the director has not worked in the previous year or is not skilled enough to perform the tasks he/she can be removed or demoted based on the unanimous decision of the Executive Council.
- In case there is no Director of any department, the Executive Council may first ask the general body members to apply for the post. If they are unable to find the suitable director/AD, they may ask for recommendations and take people from other societies who are experienced enough to lead the department.
- The society will reserve the right to demote a director or promote a team member to the post of director, at any point during the year

General Body

- The membership drive will begin at the beginning of each academic year after a formal orientation ceremony.
- The induction process will involve an invitation for applications and walk in-interviews which will be conducted by the Executive Council and Directorate for the year.
- The short-listing and selection of members after the induction process rests entirely upon the Executive Council. The Executive Council may set a limit on the number of members inducted for that particular year.
- The selected members will have to comply with all the rules and regulations of LUMS and the constitution of Amnesty International LUMS.
- The members will be required to participate in society events and projects. Only a valid reason, given beforehand, will be considered to excuse members for a lack of participation.

- Twice a semester, an evaluation of all the society members will be undertaken by the HR department, including the Directors and Ads. Following each evaluation, a report will be compiled by the HR department and shared with the Executive Council.

Based on the first evaluation report, the EC will reserve the right to put any member on probation for the second half of the semester. The criteria of putting a member on probation will be the absence of the member from two meetings or two events without a valid excuse, communicated to the EC beforehand.

The second evaluation will take place at the end of the semester. Based on the report, a decision will be made by the EC regarding the members on probation. The EC will reserve the right to terminate the membership of any member, based on the report, after informing the member about it. Moreover, a decision will also be made regarding the putting of other members on probation, if necessary.

The members removed from the society will reserve the right to challenge the decision of the EC in front of the society's patron.

- To formulate the evaluation report, the Directors & Ads will work with the HR department as they will be overseeing the performance of their respective departments.
- All members are expected to comply with LUMS values and policies.

Sexual Harassment Policy

Definition of sexual harassment:

Sexual harassment pertains to an unwarranted conduct of a sexual nature which creates an environment that is hostile, humiliating, offensive or intimidating for the recipient. The conduct could be physical, verbal and non-verbal. Examples of such behavior or conduct include, but are not limited to:

Physical conduct:

- Patting, stroking, kissing, hugging or any other form of inappropriate touch.
- Physical violence, including sexual assault

Verbal conduct:

- Comments on a colleague's appearance, age or private life, etc.
- Sexual comments and advances
- Sex-based insults

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually suggestive gestures
- Whistling
- Leering

A victim of sexual harassment might belong to any gender and the same is true for the harasser. Amnesty International LUMS recognizes that sexual harassment may also occur between the people of the same sex. Therefore, the only thing that matters is the sexual conduct being unwarranted and unwelcome.

Sexual harassment of any kind is prohibited and will be strictly penalized whether it takes place at the society's meetings, social events or training sessions organized by the society. Moreover, the society's sexual harassment policy extends to digital interactions, involving a member of the society, regardless of his/her position.

Complaint procedure:

The victim of sexual harassment should contact any of the EC members, as soon as possible.

As soon as the EC member receives the complaint of sexual harassment, he/she should immediately note down the following details:

- the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the society's procedures for dealing with the complaint
- discuss and reach an agreement on the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome

Informal complaint procedure:

If the victim wishes to deal with the matter informally, the EC will:

- give an opportunity to the alleged harasser to respond to the complaint
- ensure that the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant
- ensure that a confidential record is kept of what happens
- follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped
- ensure that the above is done speedily and within 3 days of the complaint being made

Formal complaint procedure:

If the informal procedure led to an unsatisfactory outcome for the victim, the formal complaint procedure will be utilized to resolve the matter.

The EC will:

- interview the victim and the alleged harasser separately
- interview other relevant third parties separately
- decide whether the incident(s) of sexual harassment took place
- produce a report detailing the investigations,
- ensure that the all records concerning the matter are kept confidential
- ensure that the process is done as quickly as possible and in any event within 7 days of the complaint being made

If the outcome of the hearing is the declaration of the accused as guilty, the accused will be fired from the society immediately and the case will be sent to the DC committee, if the victim chooses to pursue the case further. If the victim does choose to take the case to the DC committee, the EC will be under an obligation to help and guide him/her in every possible manner.

Amendment to the Constitution

Changes can be made in the constitution in consultation with the Patron of the society.

Moreover, all the EC members must take a unanimous decision to amend the constitution.