



# LUMS Arts Society Constitution

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Lahore University of Management Sciences

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# Statement of Purpose

The LUMS Arts Society is a student organization at LUMS which aims to bring together students with creative abilities and inspire them to further develop their artistic skills and imagination. The society seeks to encourage art creation and foster its appreciation among the students of LUMS. It aspires to create a hub where different forms of artistic expressions can be discussed and analyzed and where a variety of creative processes are not only explored from a distance but are practiced and experienced for both education and recreation.

## President's Message

“Arts and crafts have always been an important part of my life. It is something that gives me pleasure and helps me relax in a stressful daily routine filled with studies. It gives me the opportunity to be around people that share my interest and love for art and gives me the chance to learn and appreciate various forms of art that I did not know about. This Society is for everyone who either loves to do art or appreciates and enjoys observing it. Being a part of it, was one of the best and most filling experiences of my life. If you are looking forward to joining a society that not only gives you a chance to learn, work, and grow but also gives you motivation to pursue your own artistic endeavours then LUMS Arts Society is the right place for you. ”

### **Hadsia**

President (2020-21)

LUMS Arts Society

## Vision

To become a platform for promoting arts as a hobby and talent and to become a tool for promoting peace and harmony.

## Mission

The Arts Society provides the LUMS community members a creative space to share and express their love for art and craft in all forms. It aims to foster artistic skills and build appreciation for the arts both on campus and outside of it. The Arts Society mission includes providing a greater understanding of art among the student body. The Society will also attempt to improve the psychological wellbeing of its members by showcasing inspiring journeys of other artists.

# Core Values

- **Merit**  
All the selection and promotion processes in the Society will be held on merit and performance.
- **Integrity**  
We are committed to upholding high standards of ethics, respect, and fairness in every decision the Society makes.
- **Diversity**  
We value cultural diversity in the student body and aim to organize events ranging from workshops, talks, competitions, and fieldtrips to art and craft related destinations.

# Society Structure

## Patron

**Dr. Nadhra Shahbaz Khan** will overlook the activities conducted by the Society.

- She is a member of the LUMS faculty.
- She is solely associated with the LUMS Arts Society as its Patron.
- She reserves the right to take action at violation of the code of conduct by any member, be it Executive or otherwise, in the Society.

## Functional Hierarchy

1. Executive Council
2. Directors and Convenors
3. General Body

## Executive Council

1. All members of the general body are eligible to apply for positions in the Executive Council at the end of the academic year.
2. No Executive Council member may hold the same office for more than one year and the President may not re-apply for the Council in the successive year.
3. The Executive Council will comprise of four members: the President, Vice President, General Secretary and Treasurer who will perform the following duties:

## President

- Shall function as the representative of the Society, providing the link between the Society and administration.
- Shall oversee and facilitate the workings of the functional offices of the Society.
- Shall have the deciding vote in affairs in the Society unless the VP, GS, or Patron dissent.
- Shall initiate all projects, and will pass all budgets along with the VP, GS, and Treasurer.
- Shall sign every official document for the Society and get it approved by the Patron.
- Shall represent the Society in the Board of Presidents or any other official forum.
- Shall follow all University policies and procedure and make sure all members do the same.

#### Vice President

- Shall assist the President in the aforementioned tasks.

#### General Secretary

- Shall oversee and facilitate the workings of the functional offices of the Society.
- Shall correspond with the administration along with the President.
- Shall propagate all projects initiated and ensure they proceed smoothly.
- Shall draft and maintain a checklist of operations to be gone over by every office bearer prior to any event.

#### Treasurer

- Shall be responsible for managing the finances of the Society, and keeping accounts of all incomes and expenditures, including:
  - Generating a budget for all events once proposed.
  - Getting approvals for the budget from the Patron and the Accounts Office.
  - Coordinating with the Accounts Office for petty cash.
  - Keeping account of all receipts and expenses, as well as incomes and donations.

#### Election and Selection Process

- Every member of the Society is eligible to apply for an EC position.
- Applicants must not have any disciplinary charges against them.
- Selection of the EC will depend on the following criteria.

Application	30%
Interview	35%
Level of Involvement	25%
EC Votes	10%

## Directors and Convenors

### Event Convenor(s):

- Shall be responsible for overlooking at least one of the Society's main events.
- Shall be responsible for assisting the Treasurer in fund generation.
- Shall oversee the involvement of Society members in a particular project.
- Shall provide periodic progress reports to executive officers.

### Finance and Marketing Director:

- Shall assist the Treasurer in financial management of the Society.
- Shall be responsible for generation of sponsorship proposals.
- Responsible for ensuring that sponsorship proposal reach maximum potential sponsors.

### Human Resource and Coverage Director:

- Shall connect Society members and EC.
- Keep record about the progress and participation of members of Society.
- Shall be responsible for writing mails to Society members about meetings and event details. Also keep track record of responses of Society members.
- Shall be responsible for the coverage of events.

### Promotion Director:

- To handle social media for promotion of events.
- Responsible for making posts on social media and to circulate it among all required platforms to get more registrations and to engage fellow students with the events of the Society.

### Creativity and Events Director:

- To look over CCA approvals of events, on event matters, and logistical needs
- To give creative ideas about the implementation of events and related tasks.
- To take care of decoration of all the on-campus events.

## Objectives

- Different workshops will be held to develop primary observation and artistic skills like drawing skills, calligraphy, graphic designing, painting, and color scheming workshops.
- "Art of Life" with well-known creative persons from different fields.
- Online Competition of Arts and Crafts, "The Quarantined Artist".
- Flagship event of painting and crafting exhibitions and competitions, "Art Festival".

- Trips to museums and Art Galleries.
- Collaboration with other societies at LUMS for the promotion of art and craft.

## Code of Conduct

1. The CCA Office follows policies and procedures of LUMS. For more information consult the Code of Conduct Section of Student Handbook.

([https://sdsbadvising.lums.edu.pk/sites/default/files/mediabrowser/undergraduate\\_student\\_handbook\\_2019-2020\\_0.pdf](https://sdsbadvising.lums.edu.pk/sites/default/files/mediabrowser/undergraduate_student_handbook_2019-2020_0.pdf))

2. Societies like all other functions, departments and resources are governed by University rules. Societies are strictly required to follow the University's code of conduct. CCA, Office LUMS Student Societies Handbook 2020-221 4

3. One of the aims of the CCA office is the development of personal and professional ethics among students. Students are expected to conduct themselves as professional in all aspects of their life at LUMS.

4. Disciplinary action may be taken in case of violation of norms of the University

5. Unprofessional behavior can also result in cancelation of Society membership, DC.

6. In case of any action or unprofessional behavior conducted in the entire Society, the entire Society will be sent on probation for six months and no further activities will be permitted.

7. Professional conduct covers a wide range of activities, from interpersonal behavior to maintaining and enhancing the professional values of LUMS.

- i. Honesty in all dealing with others, as the foundation of all other values.
- ii. Respect for others, as shown by consideration for their beliefs and needs.
- iii. Integrity in adherence to moral and ethical principles.
- iv. Excellence in all work performed, reflecting the ideal of quality as a virtue.
- v. Commitment in demonstrating obligation towards Society's vision, decisions & promotion.
- vi. Accountability of all the actions of its members and adherence to the values.

8. In case of any doubt about any action, students and societies must immediately consult CCA office staff members.

9. Staff members must advise the students as per policy and in case of absence of policy in the handbook, make sure it is updated with the permission of HoD CCA.

10. The CCA office expects all students to take responsibility for their actions on campus as well as off campus.
11. Their behavior should reflect a respect of law, a consideration of the right of others, the university code of conduct and shared standards of considerate and ethical behavior.
12. The office is available to aid students in all matters; however, each student is ultimately responsible for knowing and complying with all the information, policies, procedures and deadlines listed in this handbook and other LUMS policies.
13. All societies and members must place the interests of the university above those of personal or sectional interests.
14. Students are expected to treat their fellow members with due respect and diligence.
15. The reputation and integrity of LUMS should not be compromised at any point of time. It is the responsibility of all societies, members, and office staff. CCA, Office LUMS Student Societies Handbook 2020-221 5
16. No Society and member shall participate in slandering against the university.
17. For any conflict resolution societies are encouraged to seek advice from CCA staff.
18. In public places like the library, auditoriums, computer labs, and the Pepsi Dining Centre, disruptive behavior is considered unprofessional. Students should refrain from being noisy in the corridors as this disturbs the classes.
19. Students must not engage in any activity that may result in damage to the University property.
20. Smoking is not allowed indoors.
21. Activities such as eating and drinking can only be carried out in designated areas. Food and drinks, except for water, are not allowed in classrooms, discussion rooms, computer labs and the library.
22. Keep the campus clean! Littering on campus is completely unacceptable.
23. It is the Society's responsibility to ensure that the security, rules, regulations and behavioral norms of the University are not violated by guests.
24. In case the guests are in possession of any illegal substance or under the influence of one. It can result in disciplinary action against the Society. Smoking Policy



25. CCA office is committed to the health, comfort and safety of all members of LUMS community while respecting individual choice, the following on-campus smoking policy will apply for all societies, patron, CCA staff, guests, artists, contactors, vendors and temporary workers visiting campus

26. Smoking is prohibited inside of or at the entrance of any University building, substantially enclosed workplace, and University vehicle.

27. The smoking of shisha or other similar contraptions is strictly prohibited all over campus all times.

28. Smoking is permitted in open spaces at a suitable and reasonable distance from any building entrance or enclosed space to avoid smoke drifting through open doors or windows or people having to pass through a smoking area to access a building.

29. It is the responsibility of the smoker to be considerate to and mindful of non-smokers and campus safety.

30. Cigarette waste should be disposed of properly in a safe manner in designated outdoor ashtrays. CCA, Office LUMS Student Societies Handbook 2020-221 6

31. Fire hazard, campus safety and cleanliness should be considered in disposing of cigarettes and ash.

32. During events of gathering, smokers can only smoke in designated smoking areas. Smoking in designated areas of the event is prohibited.

33. Non-compliance of policy can result in possible disciplinary action.

34. The CCA office will not tolerate any sort of action related to illegal drugs and alcoholic beverages.

35. The following actions shall be considered a serious misconduct:

- i. Possession or consumption of opiates, cocaine, marijuana, hashish, alcoholic beverages, or other intoxicating substances.
- ii. Offering to sell, obtain or facilitate the availability of these substances.
- iii. All students who are sitting in a circle of students where these substances are being consumed, are considered as possessing and/or consuming these substances and shall be liable for the punishment of their possession and use accordingly.

36. Non-compliance of policy can result in possible disciplinary action.

37. Visitors refusing to comply with the policy shall be asked to leave campus.

38. In case of any artist, performer, or speaker all these policies should be included in the contract before any payment is released.

39. In case of non-compliance any such person will be banned from the campus.

40. In case of non-compliance by external participants during events the entire team of that external participant shall be asked to leave campus and a letter will be sent to the institutes by HoD CCA addressing the head of the institute quoting the entire institution.

41. A point system will be introduced wherein all meetings and events will be allotted a grade of importance via a number scale-the most important and time consuming meetings and events will be assigned higher points while smaller and meeting and events of less significance will be allotted lower points. These points will be given out to participants and attendees of these events and meetings to tally, quantitatively, member (General Body, Directors, and Executive Council) attendance and involvement. The HR department will maintain the Point List and it will be accessible to every member of the Society. Members of the Society will be offered warnings and can face termination in case of failure to maintain the cutoff level of points. The cut off level for points and excuses for absence will be decided and reviewed by the HR department in consultation with the Executive Council. This allows for greater insight into the degree of participation of members who not only attend smaller meetings but also help contribute to much larger events that help grow the Society.

42. The Executive Council, with approval from the patron, reserves the right to remove members from the Society for violating the code of conduct in case the violation is proved beyond reasonable doubt.