

# Constitution

## *Society for Better Educational* **Engagement (BEE)**

### Contents

The Founders' Note.....	2
Preamble.....	2
Name and Scope .....	3
Structure .....	4
Executive Council.....	5
Selection: .....	5
<b>General Powers</b> .....	6
Individual Mandates .....	6
Convener/Project Heads.....	9
Extended Council.....	9
General Body .....	10
Membership .....	10
Patron.....	11
Absence Policy .....	13
Impeachment.....	14
Amendments .....	14

## The Founders' Note

This society is created for a gradual but lasting change within the Pakistani society, aimed at creating awareness about Education, how one can engage with it, better it, and themselves. We are an inclusive society, inviting all undergraduate and graduate students who wish to invest their time in learning, teaching and experimentation, regardless of gender, religion, race, and sexual orientation, and celebrate the richness and diversity of the experiences they bring. The intention of having a constitution is to ensure an effective transmission of intent through the batches.

## Preamble

We, the members of the Society for Better Educational Engagement, hereby establish and ordain this constitution, which seeks to unite students interested in the field of education in good fellowship; to assist students seeking to live up to the noblest principles education and to advance the standards of education within this university by:

FOSTERING adherence to basic ethical principles while ensuring that information is available without hindrances,

CREATING opportunities for students interested in the field of education,

ENCOURAGING diversity by not discriminating in terms of gender, ethnicity, age, cast, religion or creed, and thereby establishing the value of debates and recitations as a key democratic institution in ALL SPHERES.

The mandate of “Education” includes educational engagement in all forms

## Name and Scope

The name encapsulates the conceptual foundation of the work we hope to do through this platform, and for the impact we aim to generate. Education is central to the lives and well-being of us all, and situated within the context of a leading university, even moreso. Despite its crucial role in our economy and quality of life, we feel that students are disengaged from thinking deeply and critically about the practices through which they are taught. They do not question the ways that the educational system runs or the principles it inculcates. This is not to say it is wrong, but that the opportunities for improvement are lost when the systems are not examined analytically. Developing a deeper understanding and appreciation of the educational system is in everyone's benefit: it allows you to make better choices for yourself and others in your personal and professional capacity.

This society aims to draw from a previously untapped source of knowledge and expertise within LUMS: the graduate student body. Graduate students are distinct from the undergraduates not because they are enrolled in a different point, but because they return to education often after venturing out into the professional world. These students have led initiatives, worked in teams that brought about change, tested their understanding and education and applied it to their respective fields. Their experience, resources and networks are rich and offer the opportunity for learning to the undergraduate population that is yet to step outside their academic comfort zones. This relationship can be mutually beneficial and allow for collaborations, learning and fostering of innovation and creation for both parties involved. As a consequence, contribute to the culture of LUMS and strengthen its reputation as a centre for learning.

## Structure

The society will operate in the following hierarchical structure:

- Executive Council
- Convener/Project Heads
- Extended Council
- General Body

All posts in the executive council and extended council will be made available only to BEE members

## Executive Council

- The executive council will constitute five (5) members only namely:
  - President
  - Vice President
  - General Secretary
  - Treasurer
  - Head of Disciplines
- No member of the BEE executive council can hold an executive council position in any other society.
- The EC has the right and obligation to protect the Society, and if, in their opinion a certain council member is not working for the best interest of the society, they should relieve that member of his/her duties
- Each position in the EC is valid for a period of 1 year after it shall automatically be vacated and all positions in the EC shall be open to applications.

### Selection:

1. Notwithstanding anything contained in this constitution, members of the Executive Council must fulfill and meet the CCA and OSA's criteria for office bearers of any such society. This includes academic qualifications, restrictions based on disciplinary records and other such criteria as communicated by the CCA and the OSA.
2. Only the second year and third year students in the undergraduate program, who will achieve the status of third year and fourth year students, respectively, at the start of the following Fall Semester, may apply for the Executive Council. Any member of a two year degree program must be in their first year to apply. All other individuals applying shall be disregarded. If the outgoing council unanimously agrees to disregard this rule, it can be disregarded.
3. The Executive Council shall be appointed by a panel comprising the out-going Executive Council. The Patron shall be informed of the interviews by the out-going President and the Patron may choose to be present during the interviews upon his/her prerogative.
4. Interviews for the selection of the Executive Council shall be held before than thirty days prior to the end of the academic year.
5. Interviews will be conducted on the basis of applications that shall be sent out to those interested in applying.
6. There will be no short-listing amongst the applications received.
7. Notwithstanding anything contained in the previous Article, an applicant may be disqualified if the information provided in his/her application is found to be falsified or incorrect, or if the applicant is, at the time of the application, enrolled in the first or fourth year of LUMS
8. The selection panel for the new executive council shall consist of all out-going executive council members.
9. Any member who is already in the executive council applies again for the new executive council shall not be allowed to be part of the selection panel due to conflict of interest.
10. The final decision for the new executive council shall be a unanimous decision by the selection panel.
11. In the case that any member of the Executive Council resigns or is removed from his/her position, or in case of permanent vacancy for whatever other reasons the following procedure shall be followed:
  - a. If anyone but the president leaves then an appointee can be added through unanimous consensus of the current council, alongside unanimous ratification by outgoing members of the previous council.

- i. This only applies if a mandatory position is vacant.
- ii. If someone in a mandatory position leaves, then that can be filled up by someone occupying a non-mandatory spot can be re-allocated to fill that position with the unanimous consensus of the current council.
- b. If the President can no longer serve for whatever reason the vice-president, will automatically assume presidency
- c. In case the Head of Disciplines resigns or is removed from his/her position, then it is under the discretion of the initial selection panel and the current executive council to appoint a suitable replacement

## General Powers

1. The Executive Council is the sole student authority enabled to make decisions for and on behalf of the society, provided that these decisions are made in good faith.
2. Any decision taken collectively by the Executive Council, that affects the society as a whole, requires a simple majority amongst its members, except where it is stated otherwise in the constitution.
3. Notwithstanding anything contained in the previous Article, the President shall reserve the final say in all matters of society, except where it is stated otherwise in the constitution. This can be overridden by the Patron.
4. The Executive Council shall decide when to schedule interviews or any such selection process for any posts within BEE.
5. The Executive Council shall, collectively and individually, ensure the upholding of this constitution.
6. If the constitution is silent on a matter, the Executive Council must respond to any given issue based on precedent; in case no precedent is available, the Executive Council must make the decision judging the situation to the best of their ability. However, the President shall have the final say in every matter, except where it is stated otherwise in the constitution.
7. All members of the Executive Council must conduct themselves as role models for the remaining members of BEE, and must present themselves in a manner representative of the values of BEE, including, but not limited to, the qualities of honesty, integrity, justice, discipline, professionalism and approachability.
8. Should any member of the Executive Council be absent for a period of more than seven days on account of academic reasons, ill-health, family reasons (including, but not limited to a marriage or death in the family) or representing BEE or LUMS on an international forum, he/she may appoint any other member of the Executive Council, in advance, to oversee his/her duties, for the period of absence. If no such thing is done, then the President may choose to do so.

## Individual Mandates

1. **President:** The President of BEE shall be the head of the Society and he/she shall be responsible for all the activities of the society that happen during his/her tenure. In addition to any other duties and obligations mentioned for the President in the constitution the president must fulfil the following:
  - a. Provide an overall vision for BEE;
  - b. Provide, in consultation with the Executive Council, an executable plan for this vision;
  - c. Preside over the Executive Council sessions, with at least one review meeting per month;
  - d. Liaison with the Patron and keep him/her apprised of developments in the Society;
  - e. Reserve the right to be updated, upon his/her request, regarding any society activity by the relevant office bearer;

- f. Serve as the central repository for all BEE Documents;
  - g. Reserve the right to call a meeting of the Executive Council as and when he/she may see fit;
  - h. Reserve the final say in all decision-making matters of the society, second only to the Patron;
  - i. Shall initiate all projects and pass all budgets in mutual agreement with the Treasurer.
  - j. The President is a mandatory position to have within the executive council.
  - k. Sign every official document and get it approved from the Patron
  - l. In case of no resolution amongst the EC, the final authority must be taken up by the President to ensure conflict resolution.
  - m. The President cannot reapply for Executive Council positions once the applications open
- 2. Vice-President** in addition to any other duties and obligations mentioned in the constitution shall be obliged to:
- a. Be the final authority, after the President, regarding all matters pertaining to the events that take place during his/her tenure.
  - b. Assist the President in all matters relating to the society;
  - c. Serve as the right hand of the President;
  - d. Ensure, with the President, that all LUMS policies are followed through in all BEE events;
  - e. Establish liaisons with the administrative and marketing divisions of LUMS;
  - f. Build stronger ties with existing affiliations
  - g. Create new affiliations;
  - h. Act as President in case the President is unable to attend to any issue at hand.
  - i. Shall initiate all projects and pass all budgets in mutual agreement with the President, General Secretary, and the Treasurer;
- 3. The General Secretary**, in addition to any other duties and obligations mentioned in the constitution shall be obliged to:
- a. Keep all the records of meetings held both internal and with administration;
  - b. Maintain membership directory of Executive, Senior and Extended Councils, and the General Body for current year;
  - c. Disseminate information/decisions made by the Executive Council to all the members of the Society;
  - d. Aid the EC in the general running and management of the society;
  - e. Oversee year-round communications and PR for BEE, in consultation with the Executive Council;
  - f. Shall initiate all projects and pass all budgets in mutual agreement with the President, Vice-President, and the Treasurer;
  - g. Shall propagate all initiated projects, ensuring they proceed and conclude smoothly;
  - h. Shall maintain a checklist of operations, to be gone over by every office-bearer prior to any event.
  - i. Uphold the constitution and ensure that all members of the executive council abide by the constitution.
  - j. The General Secretary is not a mandatory position within the executive council. It is the prerogative of the out-going executive council to decide that.

4. **The Treasurer**, in addition to any other duties and obligations mentioned in the constitution shall be obliged to:
  - a. Create the annual BEE budget, on the advice of the Executive Council, to be approved by the President, including the budget for any event/activity initiated throughout the Academic year.
  - b. Shall be responsible for handling the finances of the society.
  - c. Shall keep accounts of all receipts, incomes and expenditures.
  - d. Shall be responsible for generating a budget once an event is proposed.
  - e. Shall be responsible for getting budget approvals from the patron and the Accounts Office.
  - f. Shall coordinate with the accounts office and extra-curricular office for petty cash.
  - g. Shall be responsible for maintaining transparency and keep a track of the flow of money.
  - h. Ensure that all members have paid their dues and are paid their dues.
  - i. Shall be responsible for handling all the logistics of the society throughout the academic year.
  - j. Responsible to find and handle sponsorships.
  - k. The Treasurer shall be a mandatory position within an executive council.
5. **The Head of Disciplines**, in addition to any other duties and obligations mentioned in the constitution shall be obliged to:
  - a. Be the final authority, after the President, regarding all discipline department matters that take place during his/her tenure.
  - b. Promote the interests of the Disciplines department
  - c. Ensure all activities in the disciplines department are done responsibly
  - d. Help with administrative and logistical issues for members of the discipline department
  - e. Ensure a meeting a regular schedule is made and strictly followed
  - f. Be responsible for all Discipline related equipment
  - g. Be responsible for ordering any equipment needed for smooth functioning and innovation in the department
  - h. May appoint any personnel to direct specific projects



## Convener/Project Heads

All conveners and Project Heads shall be selected by the incoming President and Vice-President of the society and shall operate under the following rules:

- Conveners and Project Heads have the right to induct temporary members that can facilitate the operation of their specific event. They may be made permanent members by an absolute majority vote by the executive council.
- Conveners and Project Heads are the final authority with respect to their specific events and ventures.
- Conveners and Project Head rank higher in seniority to the Extended Council.
- Budget for events and production ventures are subject to the approval of the relevant Convener/Project Head, Treasurer and the President.
- The Conveners/Project Heads have the right to nominate up to four (4) members to the Convening Committee. Members need to be confirmed by an absolute majority of the executive council
- The President and Vice-Presidents have the authority to intervene and/or override any decision of the Conveners/Project Heads and/or Convening Committee that they deem necessary
- The conveners and Project Heads may only be dismissed if the President and the Vice-Presidents reach a unanimous consensus in favor of the motion.

## Extended Council

Eligibility Criteria: The eligibility criteria of the extended council is as follows:

1. There are two hierarchical divisions with the extended council – Directors and Assistant Directors.
2. They must be active serving members of BEE.
3. It is strongly recommended that they have at least one year of experience within the society.
4. Directors must have a minimum of one year of experience within the society.

### **Condition and Mandates**

The structure of the Extended Council is eligible to change - the structure will be decided by the incoming executive council, after its selection.

1. No position in the Extended Council can be held by more than two (2) people at the same time.
2. The Extended Council will be selected by the Incoming Council at the end of the academic year
3. Upon consensus amongst the Incoming Executive Council Members, the exact responsibilities of the members of the Extended Council must be decided before the positions are opened to the General Body of the society
4. The extended Council must be announced at least one (1) week before the end of the Academic Year.
5. The Extended council shall automatically dissolve at the end of the academic year and all positions in the Extended Council shall be open to applications.
6. The Extended Council may dispose or hire any general body members into their respective department
7. The Extended Council neither can terminate the membership of any member of the society nor can recruit any students into the society. The Extended Council members may recommend to the Executive Council regarding all termination and recruitment matters.

8. The Extended Council shall unequivocally assist the Executive Council in the discharge of their functions.
9. The Extended Council may deal with the LUMS administration when
  - a. The matter at hand does not involve cash.
  - b. The matter is not regarding event and project approvals.
  - c. When the Executive Council directs them to.
10. The Extended Council cannot sign any official documentation. All official documents signed by the Extended Council shall be considered null and void.
11. The Extended Council shall follow all directions given by the Executive Council.
12. The Extended Council may devise additional plans for their respective
13. departments but they must be approved by a member of the Executive Council designated to them.
14. It is the responsibility of the Extended Council to keep the Executive Council informed of all the activities of their respective departments.

## General Body

The General Body will only comprise of team members, who are there to assist the Assistant Directors and Directors. .

The general body members will be inducted by the extended council, and overseen by the executive council.

## Membership

1. Members of BEE may be conducted semesterly excluding the summer semester where the primary recruitment cycle being that of fall.
2. Members shall be inducted through application forms, walk-in interviews, or performance in society events. This decision will be made by the Executive Council chosen for that year.
3. The Executive Council has the ability to set a cap for number of members inducted in that particular year.
4. Once inducted, a member shall remain part of BEE though may choose to be inactive for a semester by informing the EC before the recruitment cycle is initiated for that semester, though depending on their performance, may have to renew/reconfirm his/her membership, at the Executive Council's discretion.
5. All members are expected to uphold and exhibit the highest standards of integrity, honesty, discipline and professionalism in their dealings amongst themselves, regardless of their position within the society, and with students, societies, bodies or organizations outside of BEE, both within and outside of LUMS.
6. All members:
  - a. Reserve the right to be informed of
    - i. The BEE Constitution and any amendments thereof, if made;
    - ii. BEE Society events, once they have been approved and finalized by the Executive Council and the ECA
  - b. Are expected to actively participate in all society events.

7. A member may resign from BEE through a formal application to this effect, addressed to and approved by the General Secretary, on advice of the President, who may file this with the Patron.
8. The Executive Council reserves the right to terminate membership of any member of BEE with the approval of the President if he/she:
  - a. Seeks to undermine the Constitution of BEE
  - b. Undermines the goals set by the Executive Council of the society
  - c. Fails to perform in a professional and timely manner
  - d. Becomes an inactive member without prior approval
  - e. Violates the equity policy

## Patron

BEE shall operate under the guidance of a Patron such that he/she:

1. Is a member of the LUMS Faculty;
2. May support the activities of BEE as he/she deems fit;
3. Shall reserve the final say on any matter, including arbitration of any conflict between the Executive Council if called upon;
4. May remove any member from the society if deemed necessary.

## Code of Conduct

1. All members have a responsibility to behave in a responsible and equitable way both when within the society and when at external competitions or events. This applies to members regardless of whether they are speaking, judging, running the competition or watching, and it applies not only during speeches and socials but also at any other point in time.

2. The following will **not** be tolerated:

- a) Engaging in offensive language or behavior,
- b) Making denigrating comments based on any grounds, especially of age, national or ethnic origin, race, sex, gender, disability, religion or sexual orientation.
- c) Harassing, threatening or intimidating others in any way,
- d) Harassing, threatening or intimidating others to vote in a particular way,
- e) Any other conduct violating the legal rights of others.

4. To ensure a good work environment for every member and to maintain the cohesion of the General Body, the Executive Council reserves the right to terminate membership of any member on the basis of a complaint by another member. This complaint may be filed on the basis of disciplinary issues, bullying, sexual harassment, assertive behavior at camps, cyber bullying and any other misconduct.

### 5. Complaint policy:

§ If any member formally emails the complaint (harassed/bullied/uncomfortable by certain behaviors) and CC's other people who support and corroborate the complaint, or approach the Equity head, then that person accused will be removed by the Executive Council members from attending all society events. The Executive Council will take a vote on the issue and a simple majority will determine whether membership of the student in question will be terminated or not. The Equity head will gather full information before making a decision, truthfully and without bias. They will present their findings and process to the society faculty Patron.

§ Concerning anonymous complains, if the victim choses to remain anonymous, they may approach any member of the Executive Council, who they feel comfortable with, regarding their complaints.

§ The Executive Council along with the victim will then chart out the best plan to move forward, and include the other EC members or the Patron if necessary.

Ø There will be a no tolerance policy with regards to gendered, racial, or ethnic slurs, or ones that target sexual orientation both at BEE events and BEE contingents. If any member indulges in the same, they will be called out and warned, and upon non-compliance, strict action will be taken against them as the Equity Head and Executive Council members deems fit.

## **Complaint Mechanism**

1. BEE shall have a formal mechanism for the filing of complaints against any office bearer in the society, to ensure transparency, a check and balance and accountability.
2. A complaint may be against actions including gross misconduct, exploitation of the powers associated with a particular post, failure to discharge duties reasonably or professionally, violation of the core values of honesty, integrity, discipline or professionalism, misrepresentation of the member's post in the society, or any other such offense.
3. All complaints formally filed shall be investigated in a timely manner, provided the complaint is not in bad faith and is supported by documented evidence.
4. Any grievance against any member in the society, provided that this member is not a member of the Executive Council, may be filed, via e-mail, with the Executive Council.
5. Any grievance against a member of the Executive Council, such that this member is not the President, may be filed, via e-mail, with the President.
6. Any grievance against the President of the Society may be filed, either in writing or via e-mail or both, to the Patron of the Society.
7. Complaints regarding any equity violation shall be handled separately by the equity officer.

For all complaints the accused will have the opportunity to defend themselves against the evidence presented against them. This process will be documented to ensure transparency.

All complaints where applicable and with the consent of the victim will be redirected to the official office at LUMS which holds jurisdiction over the matter. All matters related to sexual harassment, will be referred to the Sexual Harassment Inquiry Committee (SHIC), and those that relate to Disciplinary Committee will be redirected there.

## **Absence Policy**

1. It shall be mandatory for all members to attend all meetings.
2. All members must provide prior notice and legitimate excuse of absence in the event of absence in a general body meeting.
3. In case of three consecutive failures to supply legitimate notification, the term for the concerned member shall be terminated immediately on the prerogative of the Executive Council.

4. Where a member of the Executive Council is the one giving the notification of absence, legitimacy is accorded by unanimous agreement amongst the remainder of the Executive Council.

## Impeachment

1. A Director may be terminated by the Executive Council with an absolute majority of the Executive Council.

2. An Assistant Director may be terminated by the Executive Council with an absolute majority of the Executive Council.

4. All terminations will only proceed after the President's approval.

5. If any member of the executive council is to be impeached, the entire executive council must make a unanimous decision with the exception of the person who is being impeached.

6. The Patron shall be informed of any impeachment with reasoning. The member who is being impeached has the right to present a case for themselves in front of the Patron.

7. All terminations pertaining to the Executive Council are subject to patron's approval.

## Amendments

1. The constitution shall be considered the primary reference regarding any procedural or administrative matter that may arise in the working of the BEE. Where the constitution is silent on a matter, a member, regardless of post, shall be expected to follow established precedent.

2. No amendment shall be passed to this constitution unless the passing of such amendment shall greatly improve the relevance and scope of this constitution. The power to amend the constitution shall lie with the Executive Council.

3. A member of the Executive Council may, after consultation with a member of any outgoing Executive Council (who is not a part of the new executive council), introduce an amendment to this constitution in a meeting of the Executive Council where all members shall be present, such that:

a. The General Secretary shall be informed in advance regarding this intention;

b. The proposed amendment shall be circulated amongst all the members present at the meeting;

c. The General Secretary shall call the Executive Council to vote on the amendment.

d. In case The General Secretary is not present, then the President may do all the tasks that were to be handled by the General Secretary.

4. All constitutional amendments must be unanimous decisions taken by the Executive Council.

5. All constitutional amendments must be approved by the Patron before taking effect.

6. Any amendments made to the constitution shall not conflict with the interest of BEE as stated in this constitution. It should be directed towards the betterment of the society and the LUMS community as a whole.

7. It should comply with the ethics and values of community and in no way should compromise the reputation of the Society.