

Constitution of Animal Welfare Society @ LUMS

Framework

1. AWS shall operate as a society at LUMS under the ECA, OSA and other related LUMS administrative offices.
2. It shall possess the following hierarchal structure:
 - a. The Patrons
 - b. The Executive Council
 - c. The Departments
 - d. The General Body of Members

Membership

3. The membership drive for AWS will commence at the beginning of each academic year.
4. It will be preceded by a formal orientation for the incoming and current batches of students.
5. The induction process will involve an invitation for applications and walk in-interviews which will be conducted by the Executive Council for the year.
6. 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 the particular year.
7. Once confirmed, members will be expected to adhere to the policy, rules and regulations set in the AWS Constitution and by the Executive Council for the year.
8. Previous General Body members must fill in membership renewal forms to remain a part of the society, but they will not be interviewed again.

9. Members will be expected to regularly and actively participate in society events and projects. Only a valid reason, given beforehand, will be considered to excuse members for a lack of participation.
10. At the end of each semester, the Executive Council will conduct an appraisal of members' involvement and participation in society activities and may decide to terminate the membership of individuals who have:
 - a. Missed more than two meetings without excuse
 - b. Remained inactive: not participated in any of the activities of the society in the semester
 - c. Displayed obstructive or destructive behaviour to the society's work and integrity
 - d. Failed to fulfil their assigned duties or work in the manner expected of them
 - e. Violated the constitution
11. A member may resign from the society by submitting a formal application addressed directly to the President.
12. All members are expected at all times to demonstrate discipline, professionalism, honesty and a keen sense of responsibility in their engagements within and beyond the society.

The Co-Patrons

13. AWS shall function under two Patrons who:
 - a. Shall be members of the LUMS faculty
 - b. May appoint any member of the faculty to serve as Acting Patron in the event that they need to take a leave, either on account of ill health, travel or leave for sabbatical. The duration and circumstances will be communicated to the Executive Council and the relevant LUMS administrative offices

- c. May nominate a faculty member for the position of Co-Patron, if he or she feels that they won't be able to carry out the duties required by the position of Patrons

14. They will have the powers to:

- a. Oversee the functions and work of the society, and bring them in line with the standards and regulations of the ECA, OSA, and the principles of the AWS Constitution
- b. Review its performance
- c. Guide and direct the activities and engagements of the society
- d. Remove any member from the society's general body or any member of the Executive Council if deemed fit or necessary
- e. Reserve the final say on any matter, including vetoing any decision made by the Executive Council, hearing any appeal made against decisions made by the Executive Council or arbitrating any matter of conflict that may arise among the members of the Executive Council
- f. Address any matter of complaint against the President of the society

Composition of the Executive Council

15. The Executive Council for AWS will contain the following five posts:

- a. President
- b. General Secretary
- c. Vice-President Projects and Events
- d. Treasurer

16. A member of the Executive Council cannot hold the same office for more than one year and the President cannot apply again for the Council in the successive year.

17. For purposes of the stability necessary for a newly-established society, the Executive Council members for the year 2018-19 may apply for the same positions again but only for the year 2019-20. This clause will be subject to immediate expiration, and Clause 17 will take precedence again, when the selection for all Executive Councils succeeding the Council of 2019-20 takes place.
18. The tenure of the Executive Council will last from the time of appointment until the selection of the next Executive Council.
19. No member of the Executive Council may:
- a. Be affiliated with any institution other than LUMS
 - b. Serve on the Executive Council of any society other than AWS
20. Executive Council members may be relieved of their duties by the Patrons or a vote of no confidence unanimously passed by the members of the Council if the member:
- a. Undermines the constitution
 - b. Consistently fails to perform designated tasks
 - c. Consistently remains absent from Council meetings
 - d. Fails to follow the core values of AWS including, but not limited to, honesty, integrity, professionalism, discipline, meritocracy, justice and equality

Selection of the Executive Council

21. Apart from conditions contained in this constitution, members of the Executive Council must fulfil the ECA and OSA's criteria for office bearers of LUMS societies. This may include academic qualifications, restrictions based on disciplinary records and other such criteria as communicated by the ECA and the OSA.

22. Only students who will be junior and seniors respectively in the beginning of the academic year (Fall Semester) may apply for the Executive Council.
23. The Executive Council must be appointed by a panel consisting of the out-going Executive Council.
24. Interviews for the selection of the Executive Council shall be held no later than fourteen days prior to and no sooner than thirty days prior to the end of the academic year.
25. Interviews will be conducted on basis of application forms sent out to the General Body.
26. All applications will be considered and every member who fills out the application form will be eligible for the Executive Council interview provided they fulfil the conditions stated in this constitution.
27. Interviews will take one week after the applications are opened to the General Body.
28. The Patrons may sit in during the interviews.
29. Each Council member will be selected on the basis of:
 - a. The out-going President's vote
 - b. Two of the remaining four votes of the out-going Council members
 - c. Approval of the Patrons.
30. If an Executive Council member resigns or is removed, the following two clauses will be applicable depending on their relevance:
 - a. If this member is the President, the initial selection Panel and the Patrons shall be consulted by the remaining members of the Council. The Panel and the Patrons will have complete autonomy to proceed in any manner befitting of the circumstances

- b. If this member is not the President, the President may, in consultation with the initial selection Panel, appoint a new member to this position, such that this member may not already be part of the Executive Council

General Powers of the Executive Council

31. The Executive Council will be the sole authority for making decisions for the society. It will be responsible for formulating a plan for the academic year.
32. Simple majority amongst the members is necessary for any decision of the Executive Council to pass successfully.
33. If the constitution is silent on a matter, the Executive Council must respond to any given issue based on precedent and suitability.
34. Only the Executive Council, with a unanimous vote, may amend this constitution.

Division of Power and Duties within the Executive Council

35. The President, apart from any powers mentioned above, shall:
 - a. Preside over Executive Council's meetings
 - b. Provide an overall vision for the society
 - c. Supervise the overall functioning of the society
 - d. Reserve a right to call Executive Council's meeting when deemed fit
 - e. Serve as the central repository for all AWS documents
36. The General Secretary, apart from any powers mentioned above, shall:
 - a. Preside over General Body meetings;
 - b. Supervise all internal departments and ensure proper functioning of the society
 - c. Co-ordinate with the LUMS administration regarding all society policies

- d. Oversee year-round communication between the departments and collaboration with other societies, in consultation with the remaining members of the Executive Council
- e. Supervise the activity and performance report made after each semester before presenting it to the President
- f. Aid the President in the overall running of the society

37. The Vice-President Projects and Events, apart from any powers mentioned above, shall:

- a. Keep a record of previous year's projects and events and design them accordingly (in line with the time schedule and finances) for the upcoming year
- b. Take the lead in initiating new projects and events, and executing them
- c. Identify opportunities for potential collaborations with other societies at LUMS
- d. Oversee the execution and the finances of all projects and events including the delegation of tasks
- e. Work with and supervise project and event directors to oversee the execution and finances of all projects
- f. Communicate progress, problems, successes and failures of projects and events to the Executive Council

38. The Treasurer, apart from any powers mentioned above, shall:

- a. Create an Annual Budget in consultation with the Executive Council, and with the approval of the President. The Budget will be designed for the annual projects and events set out in AWS's Academic Calendar
- b. Raise funds for all AWS projects and events in collaboration with the marketing department
- c. Establish relationships and maintain a database of potential sponsors and donors

- d. Create and execute viable sponsorship plans
- e. Apply for grants and funds for which AWS qualifies and which lie within the bounds set by this constitution
- f. Establish relationships with and maintain a database of existing and potential sponsors and donors
- g. Record and handle the transactions undertaken by AWS:
 - i. All account statements
 - ii. Copies of receipts of all society transactions
 - iii. A profit and loss statement
- h. Supervise, regulate and audit all the financial transactions of the society
- i. Ensure correct and efficient use of society funds to minimize wastage and misuse

Departmental Division

39. AWS will contain the following departments:

- a. Human Resource and Logistics
- b. Creativity and Promotions
- c. Daily Care and First Aid

Selection of Department Directors

40. Each department will have its own director and assistant director who will be selected by the new Executive Council on the basis of his or her work, dedication and consistency in the previous years of his/her membership in the society.

41. Each project and event will also have a head of its own for its entire duration.

42. The Executive Council holds the right to terminate directorship of any member to whom Clause 12 is found to apply

43. Both the Executive Council and the Directors of the respective departments have the right to terminate membership of any member who:
- a. Fails to attend two consecutive General Body Meetings
 - b. Does not fulfil the given duties and shows a lack of work ethic
 - c. Violates any of the rules set by this constitution

Duties of Directors

44. Each director must ensure the following:
- a. Successful execution of their respective projects and events
 - b. A regular communication of the progress and problems faced during the event and project execution to the Executive Council
 - c. Maintenance of the highest level of integrity, discipline and commitment in the execution of their tasks, and that of the members working under them

Amendment to the Constitution

45. The proposal for any amendment must be first communicated and discussed with the Patrons.
46. Any and all amendments must be in line with the principles of AWS set within this constitution.
47. As stated in Clause 35, only the Executive Council, with a unanimous vote and with the consent of the Patrons, may amend this constitution.

Complaint Mechanism

48. To maintain an acceptable standard of performance and establish accountability, AWS shall have a formal complaint mechanism for filing complaints against any sitting member of the Executive Council.

49. A complaint may be against actions including misconduct, exploitation of powers, failure to discharge duties satisfactorily, 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.
50. All complaints, in order to be efficiently dealt with, must be filed with required documentary evidence.
51. Complaints against regular (Non EC) members in the society should be filed with the Executive Council in writing or via E-mail.
52. Complaints against members of the Executive Council, such that the member is not the President, must be filed with the President in writing or via E-mail.
53. Complaints against the President must be filed in writing or via E-mail the Patrons of the society