



LUMS Culture Society

Constitution



The LUMS Culture Society is a student society at the Lahore University of Management Sciences (LUMS). Founded in March 2004, it aims to promote awareness, understanding and appreciation of cultures from around the world. Our society aims to use a people-to-people approach in bringing the world to our students – the heritage, literature, music, cuisine, and performing arts - and establishing cultural relations with universities abroad to create a vibrant and dynamic forum for cultural exchange. It is also the primary forum for promoting Pakistani culture here at LUMS.



Article I: Name

- a. The name of the Society as envisaged by its founders and hereon under this Constitution shall be '***Culture Society at Lahore University of Management Sciences***'.
- b. The Society may be referred to *LUMS Culture Society* or the *Culture Society at LUMS* or *LCS* for marketing publicity or other appropriate purposes.
- c. The Logo will remain as it appears on the cover page of this constitution. The Logo can be presented with transparent background, instead of black, for aesthetic purposes.
- d. All changes to this constitution must be done through the LCS Constitution Review Committee and should be approved by Office of Student Affairs, hereafter referred to as by its acronym, 'OSA'.

Article II:

Rationale:

In today's world of intolerance and confusion, there is a greater need than ever to establish vistas of opportunities for the youth to interact, explore, and discuss mankind's colorful heritage. As Pakistanis, it is our responsibility to promote our rich, exciting traditions and culture.

Objectives:

- a. To create, maintain and further a potent platform for dynamic, wholesome, and knowledge- and field-based extra-curricular student activity that develops and enhances the skills, talents, personalities, and outlook of participants;
- b. To foster and strengthen knowledge, understanding, appreciation, and promotion of cultures and its variegated manifestations;
- c. To kindle a spirit of harmony and understanding among peoples at a national level as youth ambassadors of peace, tolerance and initiative;



- d. To establish bonds of friendship and cooperation in a dynamic forum with fellow students at the international stage; and,
- e. To further the above objectives by serving as a vehicle for knowledge dissemination, youth interaction and social and cultural brainstorming, and as a resource for youth activities.
- f. **To be sole representative and organizer of the Events at LUMS covered by Culture society's objectives for all entities.**

Article III: Membership

Section 1: Eligibility:

All current LUMS undergraduate and graduate students are eligible to apply. However, students must qualify the society membership rules as set out by the Handbook of Extracurricular Office.

Section 2: Procedure for selecting members

1 The recruitment procedure at the start of the year will be **two stage process**:

1.1. Stage I: Applications:

- a. After orientation session, applications will be invited for the membership of the society.
- b. The applications will judge and shortlist student body on cultural spirit, required expertise and commitment.

1.2. 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 1.1.b.



2. At the end of the year, General Body and Executive Council shall automatically stand dissolved.

Section 3: **Type of membership**

Active Membership:

This category of membership will be strictly for students studying currently in LUMS. Further distribution will be along Head, Director, Assistant Director, Manager Positions.

Honorary Membership:

All culture society members, after graduation and subject to executive council approval, will have a status of Honorary Membership. They will act as mentors and may help all the current members to achieve society's objectives. More ever, the executive council can grant Honorary Membership to national and international celebrities to attain the society's objectives. These celebrities can be non-LUMINITES. The executive council has the right to extend and revoke honorary memberships.

Section 4: **Procedure for membership revocation**

Members found involved in unethical behavior, and/or working against the interests of the Culture Society, and/or not meeting the requirements of their respective managerial posts, can be subjected to one of the following conditions:

a. Warning:

To be issued by any council member with the consent of the President, Vice-President and General Secretary; an email would be sent to the member from Culture Society email account.

b. Termination:



After Three consecutive warnings, subject to individual's case, a membership may be terminated. The termination will require consent of the whole executive council members and the Patron.

Section 5: No Discrimination

The organization will not discriminate on the basis of race, religion, national origin, gender, age or disability.

Article IV: Selection of Office Holder (*Executive Council Membership*)

Section 1: Elections

There will be no elections held for the position of office holders.

The Incoming Executive Council will be selected through a two staged process consisting of:

- a. An application
- b. Interviews of all such candidates
- c. Based on the evaluation, the new council will be selected by the Outgoing Executive council. Each member of the executive council should have prior experience working for Culture Society Events.
- d. The selection board for selecting an incoming executive council shall comprise of only those members of the outgoing council, who are not applying/contesting for any executive council positions for the forth coming period(for the incoming executive council.)

Section 2: Duties of officers

The officers responsibility is to manage all the society related activities that fall under their job description and/or as directed by any person of a greater seniority status within the society. They should strive to harness creativity among the members of society.



Section 3: Procedure to fill vacancies

- a. The eligibility of the Society members for the executive council positions will be strictly on the basis of their performance throughout the academic year.
- b. It will be determined by the outgoing council members through extensive interviews.
- c. The final selection may be subject to the approval of the Patron.
- d. In case of retirement and or stepping down of an executive council member from the held post, before the regular 1 year academic period, due to GPA requirements as laid down by the OSA, the outgoing office bearer shall nominate a replacement who would take up a position only after being interviewed by the patron who will decide if the nominated individual is fit as a replacement.

Section 4: Impeachment procedures

All impeachment issues will be handled by the executive council with foremost priority to the resolution of issue. If however, circumstances arise whereby the conflicting entities are unable to reach any sort of agreement, the council would take the decision of enforcing a warning, suspension or termination on to the respective member/ group of members.

Article V: Organizational structure

Patron:

- The Patron should be aware of all the events/activities being initiated and progressed from the platform of the society.
- It is mandatory for all the Presidents and General Secretaries to get approval of the Patron for any kind of event/activity.

Section 1: The Executive Council:

President:



- Ensure Adherence to the vision of Society
- Review and understand the current constitution and manage the society accordingly
- Attend the Student Organizations Orientation Session at the beginning of the academic year
- Attend all meetings and activities or send an executive council member in his/her place
- All events and activities organized by the general and executive council shall be consulted by the President prior to approval from the Patron.

Vice President:

- Coordinates Society promotion and publicity campaigns for various events
- Interacts with university offices on continuous basis and work as a liaison between the society and management.
- Make sure that all university policies must be strictly followed by the society
- Assist the president in all matters relating to the society

General Secretary:

- Must keep all the records of meetings held both internal and with administration.
- Maintains membership directory of both executive and general counsel for current year
- Responsible to correspond with all interfaces within the organization
- Liable for all administration duties of the society

Treasurer:

- Prepare budget requests for review by the end of the Summer Semester.
- Submit bills, receipts, invoices to Extracurricular Staff
- Maintain an accounting system to record all income and expenses
- Deposit any funds into the Student Organization/LUMS Account, maintained at the Accounts Office

Senior Advisor:



- Coordinates with all executive and extended council relating to society activities.
- Advices the Executive Council in their role and responsibilities.
- Responsible for maintaining every event report with updated data in a sustainable manner in order to be transferred to next council.
- Conducts research of the destinations prior to domestic and international trips.
- Plays a major role in organizing conferences, workshops, or sessions in academic nature.

Section 2: **Extended Executive Council**

Heads, Directors and Assistant Directors of all the Departments constitute the Extended Executive Council.

Section 3: **Departments:**

Internal Events & Publicity:

- a. Make an annual internal events (With-in LUMS) plan for each academic year.
- b. Organize Internal Events in line with LUMS Culture societys vision within LUMS.
- c. Launch and Initiate Publicity Campaigns for all events and purposes

External Events & Research:

- a. Make an Event Plan for the whole year for the activities to be conducted outside the university premises.
- b. Plan external trips , both international and national
- c. Make all the arrangements of accommodation and plan an itinerary for each trip.
- d. Organize National and International Trips. Adequate Research needs to be done for each trip.

Marketing:

- a. Marketing team should approach prospective sponsors.



- b. Draft Marketing Proposals in line with Internal and External events planned for the academic year.
- c. Make and maintain a list of potential sponsors and partners and share it with the Executive council and the marketing department of LCS for each successive year.

International Culture Exchange:

- a. To establish bonds of friendship and cooperation in a dynamic forum with fellow students at the international stage
- b. Correspondence with foreign universities and keeping in constant touch with them in order to develop and sustain a long term relationship.
- c. To initiate and develop projects that can be held in cooperation of international organizations and foreign universities as a means to develop an understanding of diverse cultures, promote our own culture and as a means of building bridges.

Organizations Service Support:

The following comes under the Job description of OSS:

- a. Document Processing Management
 - Legal documents
 - visa/passport etc
- b. Front Desk Management
 - Receiving guests
 - Meeting/board rooms/ busses booking
 - Managing postal mails
- c. Travel Management
 - Accommodation
 - hotels/guest houses
 - Travel - air tickets
- d. Event Management



- Booking of Board rooms/halls for meetings/events
- Furnishing events
- e. Supplies Management
 - Grocery, stationary, etc

Article VII: Meetings and procedures

- a. Meetings can be called for discussing Society's planning of events and addressing all kinds of other issues.
- b. The meeting calls for the General Body meetings shall be sent through LUMS Culture Society email account to members.
- c. Society meetings may be cancelled by an Executive Officer.
- d. A notice of the time and place of such meetings will be communicated to each member.

Section 1: Policy for absences

Frequent unexplained absences may lead to the issuance of warnings and an eventual suspension from the Culture Society.

Article VIII: Finance Section 1: Specify dues / fees (if any)

There is no membership fee. LUMS Culture Society members will be exempted specific portion of the participation fees for its events. The exemption will be subject to Executive Council approval and can vary for each member.

Section 2: Procedures for accounting of all funds.

The Treasurer Head shall be responsible for the preparation of a simple statement of the Society's financial condition to be presented to the Executive Office at its meetings.

Income of the Culture Society can consist of



- Events Participation fees
- Trips Charges
- Corporate sponsorships

Expenditure of the Culture Society can arise from

- Publicity and Publications
- Internal and External Events
- Trips
- Purchase of the inventory

Article IX: Amendments - method of adoption

Section 1: Proposal of amendments

- a. Any amendments made to the constitution shall not conflict with the interest of the Culture Society of LUMS as stated in the objectives.
- b. It should be directed towards the betterment of the society and the LUMS community as a whole.
- c. It should also comply with the ethics and values of community and in no way should compromise the reputation of the society.

Section 2: Voting procedure for approving amendments

Amendments to this constitution can only be made by the Executive council with at least three members of the Council approving of the amendment, which will further be approved by the Patron and the LUMS Extra Curricular-Activities Office.

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



Article XI: The society constitution should hold an official stamp, testifying the approval of the Extracurricular Committee