



# **DRAMALINE**

## *CONSTITUTION*

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## Note on the Amended Constitution

Dramaline is the only society in LUMS that aims at promoting theatrical activities and performing arts nationally. It is to be an inclusive society, inviting all undergraduate and graduate students who wish to invest their time in learning, enjoying creative freedom and showcasing their talent through various forms of performing arts, regardless of gender, religion, race, and sexual orientation, and celebrate the richness and diversity of the experiences they bring. Its members are to work for meaningful, student-led engagement in a space where every member is treated fairly, feels safe and is encouraged to be creative and make good faith attempts at change. For this mission, we amend this constitution for the first time since its inception, to ensure an effective transmission of intent through the batches. We believe that the societal structure brought through this constitution will enhance the society in its mission to promote and revive the art of theater in Pakistan through this platform.

Dated: 10<sup>th</sup> June, 2020

On behalf of the Office Bearers 2019-20,

Muhammad Hamza Asad,

President | Dramaline

Batch of 2020

## Article I: Name

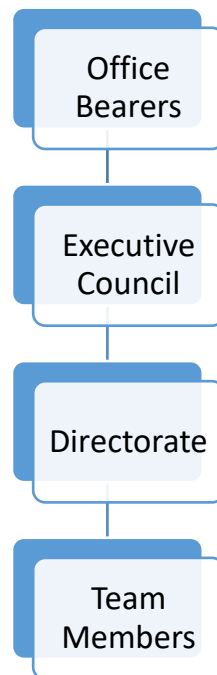
- 1.1 The name of the society will be Dramaline

## Article II: Purpose

- 2.1 The society will aim to promote and execute all performing arts activities at LUMS. This will include, but not confined to, theatre, workshops, solo and group performances and festivals.
- 2.2 The society will aim to facilitate and conduct training activities to enhance the potential of current participants. This will not only be confined to the members of the society but will extend out to all Luminites
- 2.3 The Society will be open to working in collaboration with other societies, or external entities, to organize drama festivals, competitions, and perform at social events, both within and outside of LUMS.

## Article III: Organizational Structure

- 3.1 The structural hierarchy of the society is as follows:



- 3.2 All positions at any hierarchical level in the society will be made available only to the society members except for the team member level.

## Article IV: Membership

### Section 1: Eligibility

- 4.1.1 Dramaline is open to all students (undergraduate and graduate) interested in contributing to its activities. Anyone may claim membership of this society as long as they are able to contribute concretely to its activities.
- 4.1.2 All fresh applicants/entrants will be eligible to apply to this society as a Team Member
- 4.1.3 All those who did not get promoted after a subsequent level will be allowed to rejoin the society only as a team member.
- 4.1.4 Those members who were expelled from the society, at any level, will not be eligible to join the society or partake in its activities
- 4.1.5 Team members will be eligible to apply for the directorate at the end of their team member year
- 4.1.6 Directors will be eligible to apply for the executive council at the end of their director year
- 4.1.7 For eligibility and selection of Office Bearers, see Article V below
- 4.1.8 The organization will not discriminate on the basis of race, religion, national origin, gender, age or disability. The induction/promotion criterion will be the same for any and every applicant

### Section 2: Method of Selection

- 4.2.1 Team members will be selected once a year (usually at the start of the fall semester) and in between if there is need with the joint vote of at least 3 Office Bearers
- 4.2.2 Interviews will be conducted and current membership will be reviewed at the end of every semester for team members and directors
- 4.2.3 At the end of the year, applicants for Directorate (Team Members) and Executive Council (Directors) will give interview to a panel consisting of the hierarchical level directly above them
- 4.2.4 The decision to promote someone at the next level will be made by the existing members of the next hierarchical level. For example, the decision to promote team members to the director level will be made by the current directorate. This will be true for all the levels
- 4.2.5 A deliberations meeting will be held by the respective hierarchical levels to make these decisions. A decision criterion will be approved by the Office Bearers for all levels, and complete unanimity will be required to either promote or not promote a person to a given position.
- 4.2.6 The decisions will be made public, with minutes of meeting reserved with the Vice President for each meeting. Reasons will be provided to anyone who gets promoted or not.
- 4.2.7 In the event a person feels as if the decision needs to be reviewed, they will take the complaint to the next hierarchical level up until the Office Bearers, after which the decision will be final.

- 4.2.8 All those who are not members of the society but volunteer in either managerial roles or in the production processes (plays/dance/singing/backstage/technical/props/costumes etc.) would be inducted in the society as probationary team members. Their status would be determined at the end of the semester by the criteria made by the Office Bearers.

### **Section 3: Departments**

- 4.3.1 The number of departments for the next year will be decided by the out-going Office Bearers along with the number of Executive Council members, Directors and Team Members.
- 4.3.2 The departments for all hierarchical levels except for the Office Bearers will be rotated after every semester in order to propagate individual growth and maintain learning in both production and managerial roles

### **Section 4: Event Heads**

- 4.4.1 The event heads will be selected from the Executive Council members by the Office Bearers
- 4.4.2 The selection criterion will be shared by the General Secretary Management to all the applicants
- 4.4.3 Interviews will be conducted by the office bearers at a date chosen by the office bearers
- 4.4.4 Unanimity will be maintained in the decisions made by the Office Bearers for the event heads

### **Section 5: Procedure for Membership Revocation**

- 4.5.1 The termination of membership of existing members may be done for anyone of the following reasons in mutual agreement of all Office Bearers.
- a) University behavioral codes and norms are violated by any member.
  - b) Any member is found disregarding or not contributing to the objectives of the society.
  - c) Any member is found to have abused the resources or facilities and funds of the society.
- 4.5.2 The said member will be placed on probation if appropriate work is not done by them in their respective departments. The decision will be made after consultation of the hierarchical level directly above them and will be communicated to them via the Vice President. This probation period will last for three weeks.
- 4.5.3 If the lack of initiative continues during the probation period without any legitimate excuse, they will be expelled from the society and it will be communicated by, or on behalf of, the Vice President
- 4.5.4 If the said person feels they have been wrongly terminated, they can file an official review request to the president, who will then make an inquiry committee consisting of the patron, and two OB members, who will inquire the matter and give the final verdict. Based on the reason(s) causing the termination, the individual may be allowed to file an official review request. Kindly refer to Article VII (Code of Conduct) for the specifics.

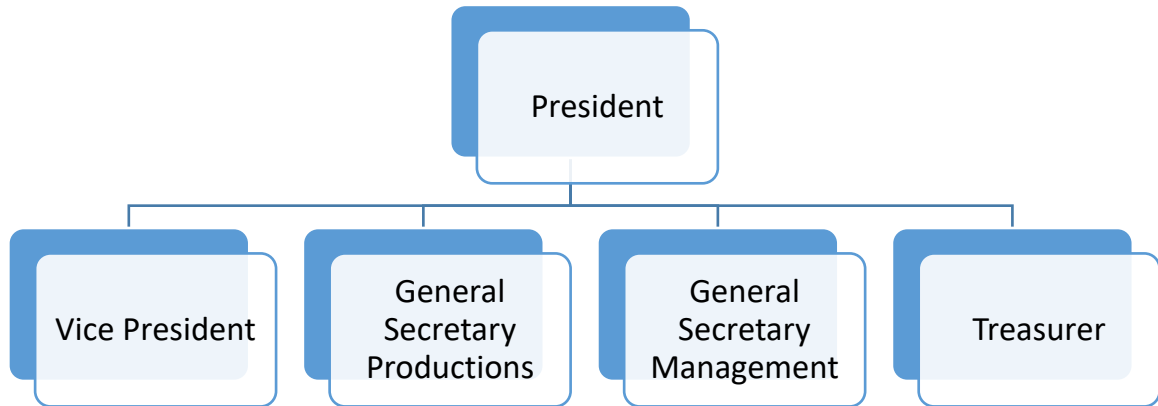
## Article V: Office Bearers

### Section 1: Eligibility and Selection

- 5.1.1 All members of the executive council will be eligible to apply for the position of the office bearer. Notwithstanding anything contained in this constitution, applicants for the office bearer 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.
- 5.1.2 Any member who is already an Office Bearer cannot apply for this position again.
- 5.1.3 Any applicant is not a member, or will be a member, of another society's executive council and does not hold, or will hold, an executive position in the student council for the same year they are applying for.
- 5.1.4 Students that meet the requirements (5.1.1 – 5.1.3) will undergo the following process
  - a) They will submit an application (questionnaire) set by the current Office Bearers through which they will present their qualifications and show understanding and vision of the objectives of the society. They will also present two preferences out of the five positions for which they will be applying for. There will be no short-listing amongst the applications received.
  - b) The applicants will submit a detailed action plan for each of the position they have applied for, outlining the course of action they will take if given that position for the entire year
  - c) They will undergo an interview conducted by the current Office Bearers. Interviews will be conducted based on applications that shall be sent out to those interested in applying.
- 5.1.5 Notwithstanding anything contained in the constitution, an applicant may be disqualified if the information provided in his/her application is found to be falsified or incorrect.
- 5.1.6 The Office Bearers will construct a criterion for the selection of each post. This would include (but not limited to), in no particular order, leadership skills, conduct with the rest of the council, crisis management, decision making abilities, depth of the application and action plan, motivation for the position, commitment to the society etc.
- 5.1.7 A unanimous vote shall be required to select the new council. All office bearers will have one vote. They can only give one of the two positions to a particular person for whom he or she has applied.
- 5.1.8 After the council has been made, a detailed report of the selection criterion along with the action plans and the list of applicants will be sent to the patron and the CCA. After the approval, the charge can be handed over to the new council.
- 5.1.9 All council members shall have terms of office for one academic year.

## Section 2: Duties of office Bearers

5.2.1 The structural hierarchy of the Office Bearers is as follows:



### 5.2.2 Duties of President

The President of Dramaline 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 Dramaline;
- b) Provide, in consultation with the Office Bearers, an executable plan for this vision;
- c) Preside over the Office Bearer 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 Dramaline documents;
- g) Reserve the right to call a meeting of the Office Bearer as and when he/she may see fit;
- h) Reserve the final say in all decision-making matters of the society,
- i) Shall initiate all projects and pass all budgets in mutual agreement with the Treasurer and General Secretary Management.
- 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

### 5.2.3 Duties of Vice President

In addition to any other duties and obligations mentioned in the constitution, the Vice President shall be obliged to

- a) Act as President in case the President is unable to attend to any issue at hand.
- b) Maintain effective communication between the Office Bearers and the entire council
- c) Oversee the human resources department and handle all public relations of the society pertaining to, but not limited to, contacting celebrities, establishing ties with production houses and national and international theater troupes
- d) Handle any possible collaborations and affiliations with other societies in LUMS, in mutual agreement with the President.
- e) Ensure motivation and cohesion in the society
- f) Disseminate information/decisions made by the Office Bearers to all the members of the Society;
- g) Keep all the records of meetings held both internally and externally
- h) Uphold the constitution and ensure that all members of the executive council abide by the constitution.

### 5.2.4 Duties of General Secretary Productions

In addition to any other duties and obligations mentioned in the constitution, the General Secretary Productions shall be obliged to

- a) Oversee the theatre and productions aspect of the society
- b) Provide a production vision for the society for the upcoming year, in mutual agreement with the President
- c) Approve all plays, theater workshops, and theater talks, in mutual agreement with the President
- d) Proof read the scripts and approve them, in mutual agreement with the President, customized according to the university policies and protocol
- e) Ensure all technical and backstage requirements are met and members of these departments trained
- f) Ensure a selection criterion for the Director of the Annual Play and select in mutual agreement with the rest of the Office Bearers
- g) Oversee the planning and rehearsal of plays for external competitions and festivals
- h) Oversee the creative departments of the society, in mutual agreement with the President
- i) Work alongside the Vice President and President to collaborate with other societies in LUMS if any sort of joint production is being proposed.

### 5.2.5 Duties of General Secretary Management

In addition to any other duties and obligations mentioned in the constitution, the General Secretary Management shall be obliged to

- a) Approve and coordinate all projects and events relating to the society
- b) Supervise all events of the society, including the society members and event heads
- c) Work alongside the Vice President and President to collaborate with other societies in LUMS in case a joint event is being proposed.
- d) Work towards creating a budget for all events in mutual agreement with the President and the Treasurer
- e) Create a selection criterion for Event Heads in mutual agreement with the Office Bearers
- f) Ensure, along with the Treasurer and President, that all protocols are followed by the society when organizing and conducting events
- g) Oversee effective communication between departments and event heads

### 5.2.6 Duties of Treasurer

In addition to any other duties and obligations mentioned in the constitution, the Treasurer shall be obliged to

- a) Create the annual society budget, in mutual agreement with the Office Bearers, to be approved by the President, including the budget for any event/activity initiated throughout the Academic year.
- b) Handle all financial activities of the society.
- c) Keep accounts of all receipts, loans, incomes and expenditures.
- d) Oversee budget approvals from the patron, the Accounts Office, and the CCA.
- e) Coordinate with the account's office and extra-curricular office for all PR approvals and other transactions
- f) Maintain transparency and keep a track of the flow of money, including but not limited to ticket receipts of Dramafest.
- g) Ensure that all members have paid their dues and are paid their dues.
- h) Handle all the logistics of the society throughout the academic year.
- i) Responsible to find and handle sponsorships, supervising the Marketing & Finance department of the society.

## **Section 3: Procedure to fill vacancies**

5.3.1 In case any member of the Office Bearer other than the President resigns or is removed from his/her position, or in case a permanent vacancy for any other reasons is created, an appointee can be added through unanimous consensus of the remaining Office Bearers. Priority will be given to the applicants who did not get promoted in the application cycle. If the current Office Bearers agree unanimously that tasks can be efficiently divided amongst them, they need not fill the vacancy.

5.3.2 If the President can no longer serve for whatever reason, the Vice President will automatically assume Presidency, and for the new vacancy, 5.3.1 will be followed.

## Section 4: Impeachment Procedure

- 5.4.1 The termination of membership of an existing officer may be done for anyone of the following reasons:
- a) University behavioral codes and norms are violated by any member
  - b) Any member is found disregarding or not contributing to the objectives of the society.
  - c) Any member is found to have abused the resources or facilities and funds of the society.
- 5.4.2 The motion for impeachment would be placed after the said person has served a probationary/warning period of one month.
- 5.4.3 The entire Office Bearers should make a unanimous vote to impeach a member, except for the member being impeached.
- 5.4.4 A detailed report for the reasons of impeachment will be sent to the patron and the CCA, and after their approval, will the Office Bearer be fully impeached
- 5.4.5 After impeachment, the new vacancy will be filled according to clause 5.3.1.

## Article VI: Patron

- 6.1 Dramaline shall operate under the guidance of a Patron such that he/she is a permanent member of the LUMS Faculty. This is to ensure continuity in changes of tenures.
- 6.2 The patron will approve and support all official activities of the society as he/she deems fit
- 6.3 The patron shall reserve the final say on any matter, including arbitration of any conflict between the Office Bearers, *if* called upon

## Article VII: Code of Conduct

### Section 1: Rules and Regulations

- 7.1.1 All members have a responsibility to behave in a responsible and equitable way both while within the society and while representing the society 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, socials, or performances, but also during any other point in time.
- 7.1.2 The following will **not** be tolerated:
- a) Engaging in offensive language or behavior
  - b) Making denigrating comments based on any grounds, especially of age, nationality, ethnicity, race, sex, gender, disability, religion or sexual orientation.
  - c) Harassing, threatening or intimidating others in any way
  - d) Any other conduct violating the legal rights of others.
- 7.1.3 To ensure a good work environment for every member and to maintain the cohesion of the General Body, the Office Bearers reserve 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 society related activities/events, cyber bullying and/or any other misconduct.

7.1.4 The consequences of any misconduct must be in line with the gravity of misdemeanor which shall be decided by the Office Bearers as they deem fit. The following are possible actions to a misconduct:

- a) Warning: An informal warning will be given to a member for any offense he or she has committed. A warning shall be communicated verbally or in written communication by the immediate superior of the member in question, after consultation with the HR department.
- b) Probation: A member may be put on probation for a time period decided by the OB during which that member will be under scrutiny. A probation shall be communicated formally by, or on behalf of the Vice President. Repeated misdemeanor during the probation period may lead to suspension or termination, as the OB deems fit.
- c) Temporary Suspension: A member shall be adjourned from all societal work for a period of time decided by the OB, which shall be communicated formally by the Vice President. He or she will not be allowed to engage in any societal activity during this time period. Two such suspensions may lead to termination, as the OB deems fit.
- d) Termination: As deemed fit by the Office Bearers, a member may be terminated from the society and shall never be involved in any Dramaline related activities. The terminated member shall not be allowed to reapply for membership. In the case he or she does, such a request shall not be entertained.

## Section 2: Complaint Policy

7.2.1 Complaint procedure for offenses other than sexual harassment:

- a) These offenses include but are not limited to stalking, harassment, intimidation, abuse of power and physical assault.
- b) If any member files a formal complaint, the complaint must be forwarded to the Office Bearers. The Office Bearers will need to investigate the matter within a week. Based upon careful deliberation of the matter, the Office Bearers will take a vote on the issue and unanimity will determine the status of the membership of the individual in question. In case the Office Bearers intend to terminate the individual, the findings and process will be presented to the Patron. The final decision shall be subject to the approval of the President and Patron.
- c) Concerning anonymous complaints, if the victim chooses to remain anonymous, they may approach any member of the Office Bearer, who they feel comfortable with, regarding their complaints. The said Office Bearer, along with the victim will then chart out the best plan to move forward, and include the other OB members or the Patron if necessary. Informal complaints are to be solved through mediation. In case the OB intends to terminate the student in question, the

findings and process will be presented to the Patron. The final decision shall be subject to the approval of the President and Patron.

- d) Based on the complexity of the complaint, the OB will determine whether the complaint shall be forwarded to the Disciplinary Committee or not. Any such action shall be taken only with the consent of the complainant.

**7.2.2 Complaint procedure for offenses related to sexual harassment:**

- a) These offenses include but are not limited to unwelcome sexual advances, request for sexual favors and physical conduct of a sexual nature.
- b) For formal and anonymous complaints, kindly refer to clause 1.
- c) Based on the complexity of the issue, the Office Bearers will determine whether the complaint shall be forwarded to the Standing Inquiry Committee of Sexual Harassment or not. Any such action shall be taken only with the consent of the complainant.
- d) It must be made clear to the complainant that the Office Bearers may not be able to investigate the matter thoroughly due to the complexity of the issue. Hence, a decisive action may not be taken by the Office Bearers until the Standing Inquiry Committee of Sexual Harassment does so.
- e) During the time such a complaint is in process, the accused shall be put on a temporary suspension. The decision to revoke the suspension or terminate the member in question shall be subject to the final decision of the Standing Inquiry Committee of Sexual Harassment.

7.2.3 Dramaline shall have a formal mechanism for the filing of complaints against any office bearer in the society, to ensure transparency, check and balance, and accountability.

7.2.4 A complaint against an Office Bearer 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.

7.2.5 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.

7.2.6 Any grievance against any member in the society, provided that this member is not a member of the Office Bearer, may be filed, via e-mail, with the Office Bearers.

7.2.7 Any grievance against a member of the Office Bearer, such that this member is not the President, may be filed, via e-mail, with the President. The accused Office Bearer member will not be asked for any advice regarding the inquiry process.

7.2.8 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, and with the CCA.

7.2.9 All entities are required to investigate and take action in a reasonable amount of time.

### **Section 3: Absence Policy**

7.3.1 It shall be mandatory for all members to attend 80% of the society meetings.

- 7.3.2 All members must provide prior notice and legitimate excuse of absence in the event of absence in a general body meeting.
- 7.3.3 In case of three consecutive failures to supply legitimate notification, the concerned member shall be put on probation. In case attendance of this individual remains to be a problem during the probation period, he or she shall be suspended or terminated on the prerogative of the Vice President, in mutual agreement with the President.
- 7.3.4 Where a member of the Office Bearer is the one giving the notification of absence, legitimacy is accorded by unanimous agreement amongst the remainder of the Office Bearers.

## **Article VIII: Amendments**

- 8.1 The constitution shall be considered the primary reference regarding any procedural or administrative matter that may arise in the operations of Dramaline. Where the constitution is silent on a matter, a member, regardless of post, shall be expected to follow established precedent. If no such precedent exists, the verdict of the President will be final, in mutual agreement with the Office Bearers.
- 8.2 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 Office Bearers after a public session explaining the benefits of such an amendment to the Directorate and Executive Council of that year. The Team Members are recommended to be in attendance as well, but they are not mandated to be present.
- 8.3 Any member of the Office Bearer may, after consultation with a member of any outgoing Office Bearer (who is not a part of the new executive council), introduce an amendment to this constitution in a meeting of the Office Bearers, where all members shall be present, such that:
  - a) The Vice President 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 Vice President shall call the Office Bearers to vote on the amendment.
  - d) In case the Vice President is not present, then the President may do all the tasks that were to be handled by the General Secretary.
- 8.4 All constitutional amendments must be unanimous decisions taken by the Office Bearers.
- 8.5 All constitutional amendments must be approved by the Patron and the President before taking effect.
- 8.6 Any amendments made to the constitution shall not conflict with the interest of Dramaline as stated in this constitution. It should be directed towards the betterment of the society and the LUMS community as a whole.
- 8.7 It should comply with the ethics and values of community and in no way should compromise the reputation of the Society.