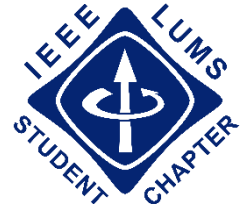


IEEE LUMS STUDENT CHAPTER

CONSTITUTION 2020-21



INTRODUCTION

The Institute of Electronics and Electrical Engineers (IEEE) is the world's largest professional association for the advancement of technology. Over 125 years old, it boasts a huge collection of resources on engineering and educational services for its members. IEEE membership has been composed of scientists and engineers. The IEEE LUMS Student Chapter is one of the thousand branches of IEEE around the world and regularly arranges technology talks, workshops and student competitions and events encouraging and motivating students to innovate and stimulate their mind in order to put their ideas to working and contribute in the advancement of technology. The IEEE is dedicated to advancing technological innovation and excellence. The IEEE provides learning opportunities within the engineering sciences, research, and technology. The goal of the IEEE education programs is to ensure the growth of skill and knowledge in the electricity-related technical professions and to foster individual commitment to continuing education among IEEE members, the engineering and scientific communities, and the general public with special focus on women in engineering. IEEE produces over 30% of the world's literature in the electrical and electronics engineering and computer science fields, publishing well over 100 peer-reviewed journals. Here in LUMS, IEEE student's chapter provides students of all over Pakistan to come together and share their technological ideas and inspire each other with their knowledge. IEEE LUMS student's chapter's most successful events are, CodinGuru, Big Data Workshop, IEEE COMSOC Summer School, 3-Minute Madness (3MM), IEEE Day and IEEE Week, Harsukh STEM Sessions which are held annually.

Affinity Groups of IEEE LUMS Student Chapter

- IEEE WIE LUMS (Women In Engineering): This is the first affinity group established under the administration of IEEE LUMS. This department encourages female students to realize their dreams of becoming an engineer, breaking the stereotype. This sub-chapter aims to hold seminars, webinars and talks on the topics which directly or indirectly support this better cause. We boost the confidence of women & encourage them with big names from industry.
- IEEE LUMS Computer Science Society:- The most active Affinity group of IEEE LUMS, IEEE LUMS Computer Science Society- conducts seminars, hands on workshops, webinars, talks and coding competitions. The vision of CS sub-chapter is to provide efficient and robust solutions for programmable problems and take the vision of IEEE LUMS; leveraging technology for the betterment for human beings, to new heights.

- IEEE LUMS Power and Energy Society (PES): The main vision of this Affinity group is to promote sustainable, efficiently optimized and green solutions for the problems related to the production and transmission of Power. PES conducts workshop and talks to promote this green mission.

Departments in IEEE LUMS Student Chapter

- Marketing and Finance: Managing the finances of events and in-direct contact with the treasurer and looking for potential sponsors for the events. They are responsible for making the Event Sponsorship Proposals and Post Event Sponsor Reports to be sent to our sponsors.
- IT (Information Technology): Maintains and updates our website. Adding all the event updates and the announcements on the website. They are also responsible for handling all the technicalities of our coding competitions including installation of software, execution of hands on workshops and assisting the software and hardware teams.
- Human Resources and External Relations: Looking into internal affairs of the student body and managing the data bases of all the members. External Relation deals with connecting IEEE LUMS Student Chapter with other IEEE student chapters in Lahore and worldwide IEEE Societies.
- Promotions: Putting a hard effort in promoting the events and society in the university and in the Local and international circle of IEEE Student Chapters. This department also handles the IEEE LUMS social accounts.
- Logistics: Managing the logistics of the events and activities of the society and keeping a record of all the Logistics. Trying their best to use the resources efficiently.
- Events: The largest of all the departments, contributing in all the events directly responsible for all the activities during the event. On a particular event, according to the need we sub divide this department into further departments such as Security, Registrations, Accommodation, etc. Post event activities of Events Department is to formulate a formal event report which are sent to IEEE International Magazines for publication.
- Media: Designing brochures, banners, posters, promotional videos, and T-shirts. Responsible for the coverage of our events.
- Creativity: Decorates the Event halls with their creative ideas mainly focusing on enhancing the - aesthetics of the events and designing probes and hand crafts for the society events usually recreating the old stuff with their unmatched skills.

HIERARCHICAL STRUCTURE

i- Executive Council

At the senior most level in the hierarchy is the Executive council which consists of the president, vice president, general secretary, treasurer and the convener. President is the senior most member of IEEE LUMS student's chapter and must have either senior/junior academic standing. Followed by the president is the vice president who is assistant of the president. Next comes the general secretary who is supervisor of operations taking place. The treasurer controls

financial affairs of IEEE LUMS student's chapter. He oversees the official IEEE LUMS student chapter's account. The last post in the executive council is the convener. It is also mandatory for president and Vice President of IEEE LUMS not to be a part of any other society within LUMS so that they can devote their energies and time to IEEE LUMS student's chapter.

ii- Chairs of Sub-Chapters

The chairs of subchapters are the right hands of EC and they work as the main coordinator for the events happening under the umbrella of particular sub-chapter of IEEE LUMS, however officially event remains hosted by IEEE LUMS.

iii- Directors

Directors are the in charge of the specific departments under IEEE LUMS student chapter and control directly the operations of their respective departments. All director report directly to the general secretary and to the entire executive council. Directors have Assistant Directors to help them in managing their affairs. However, one director can have more than one assistant director.

iv- Assistant Directors

Under the directors are the assistant director and they assist the director in the execution of responsibilities of the respective department. There can be one or two assistant directors in any one department and director can appoint his/her assistant director with approval from the executive council. No assistant director can be a part of any other department as an assistant director.

v- Team Members

In the lowest form of hierarchy are the team members and they are recruited every year through a thorough selection process at the start of the fall semester. And they work as the task force of the society implementing the instructions provided to them by the Assistant Directors & Directors.

SOCIETY MEETINGS

A General Body Meeting takes place before and after the execution of each event which is hosted by the Executive Council and attendance of all members and directorate is mandatory. Similarly, a directorate meeting happens among the directorate and executive council to assign tasks to the departments which is followed by the department meeting hosted by the respective director of the department and task is further sub-divided among the members of the department. All the meetings are documented for record.

RECRUITMENT PROCESS

Every year interviews are conducted at the start of every academic year and team members are selected. The interviews are conducted by executive council, followed by a short interview by directors for appointing the new recruits into further departments. Selection of members take place according to the level of commitment they show towards society and the time that they can dedicate to the society along with their regular semesters at LUMS.

RECOGNITION PROCESS

After the execution of each event, directorate and Executive council will collectively decide one member of the society in accordance with the best performance in that particular event and a title badge will be awarded to that member of the society. Similarly, one department will be appreciated by awarding a title based on the efforts that they will put in that particular event and this department will be selected by the Executive Council.

PROMOTION PROCESS

At the end of every year, all members are promoted to the senior level depending on the vacant seat and the commitment and dedication of the candidate. At the end of the year executive council demands for the reports for all team members and the assistant director by the director of the department. Upon recommendation from the directorate, Executive Council approves the promotion for the team members and assistant directors to the next hierarchical level. Director's performance is monitored by the executive council themselves and the executive council based on the performance of directors promotes them to the member of the executive council. This year, we have followed a proper breakdown for selection i.e.

1. 10% election polls (conducted within the core team of IEEE)
2. 10% Dedication and justification with previous positions
3. 40% interview
4. 20% filled Application forms
5. 20% Complex case study from internal and external departments.

While within executive council promotion to the next senior stage is determined by the patron in chief of IEEE LUMS student's chapter who is usually the member LUMS faculty.

TERMINATION FROM SOCIETY

All directors/assistant directors/team members can be terminated from the society with approval from the executive council if their performance is not satisfactory. The patron also reserves the right to terminate any one from the society including the executive council. At the same time all members of IEEE LUMS student's chapter can be demoted if their performance is not up to the standard and it too requires the approval of the executive council. To demote members of the executive council it requires the consent of 3/4th of the executive council or the patron reserves the right to demote/terminate anyone from the society. Moreover, if someone is found guilty of any moral or ethical misconduct, and we get at least two witnesses, the case will be examined by the society and in case of serious misconduct it will be forwarded to Patron & may lead to termination from the society or demoting from current position.

CODE OF CONDUCT

1. If you or someone in your society think that you may be a victim of sexual harassment, or if you think that you may have witnessed, or come to know of an incident of sexual harassment, we encourage you to seek assistance from the sexual harassment inquiry committee.

2. A complaint may be filed informally, by approaching the committee through email, or in person. Informal complaints are resolved through mediation. A complainant may choose to turn an informal complaint into a formal one at any time (see above advice).
3. You may also choose to file a formal complaint. This is filed by filling out a questionnaire and sending it to shic@lums.edu.pk. This questionnaire may be requested by emailing harassment@lums.edu.pk, or oai@lums.edu.pk. It will also be made available on <http://www.oai.lums.edu.pk>.
4. Within society if someone is found guilty of any moral or ethical misconduct, and we get at least two witnesses, the case will be examined by the society and in case of serious misconduct it will be forwarded to Patron.
5. Respect of female and male members is equally emphasized within society.
6. In case of any debatable or argumentative discussion within society, all members will directly forward their queries to the Executive Council and EC will be responsible to answer them within 3 working days. However, such discussions are strongly reprimanded on social platforms of society.

Dilkasha Tarannum

President IEEE LUMS

Dr. Wasif Tanveer

Patron IEEE LUMS