

INDEX: The Design Innovation Society of LUMS

Constitution updated on the 14th of July 2020

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Article I: Preliminary

1. **Name:** The name of the society shall be **INDEX**, and shall be employed as an official substitute for Innovation and Design Society of LUMS for purposes of publicity and common use.

2. **Scope:** INDEX is dedicated to promoting creativity and problem solving via the different forms of design choices available to us today. From its inception, INDEX has been involved in varied Design and User Experience ventures including animation, game design and development, product design architecture and programming. INDEX seeks to become the primary outlet for students, both undergraduate and graduate, at LUMS and the entirety of Pakistan who wish to refine and showcase their skills of implementing design choices and providing design solutions to real-world problems.

3. **Definitions:** The following definitions shall apply for the purposes of this constitution, notwithstanding anything repugnant in this subject or context-

a. **Innovation:** any form of creative endeavour that leads to the creation of a differentiated product that makes difficult tasks easier, be it the building/designing/debugging of software, architecture, games (video or otherwise), consumer products, garments, business solutions etc.

b. **Design:** a plan or drawing (digital or otherwise) produced to show the look and function or workings of an object meant to be the target of innovation before it is made or refined. A design may also be a final independent product.

4. The society consists of:

a. The Executive Council

b. The Directorate

c. The General Body

5. The President of the Society, with a simple majority vote of the Executive Council, may make changes to this structure.
6. All events, designs and ventures conducted by INDEX are the sole property of INDEX until or unless stated otherwise.
7. The General body is placed under the Directorate while the Directorate is placed under the Executive Council.
8. One member cannot hold more than one position unless it is an additional charge.
9. The society will not discriminate on the basis of race, religion, national origin, gender, age or disability.
10. All changes to this constitution must be done through the INDEX Constitution Review Committee and should be approved by the President, The Patron of the society and the Office of Student Affairs, hereafter referred to as by its acronym, 'OSA'.
11. The society constitution should hold an official stamp, testifying the approval of the OSA, and must be signed by Society Patron.
12. Explanation of Sections ahead:

Article

1. Clause
 - a. Section
 - i. Subsection

Article II: Voting

1. The term "simple majority vote" means a vote of higher than fifty per cent in favour of that decision.

2. The term “absolute majority vote” means a vote of at least two-thirds in favour of that decision.
3. The term “unanimous approval” means the consent of all concerned parties regarding that decision, and subsequently, any abstinence will mean that the condition of unanimous approval was not satisfied.
4. No bill, amendment, decision or motion can be processed without the presence or approval of the executive council.
5. All voting (irrespective of the purpose) shall be kept discreet and the voter’s choice, decision, opinion or consent shall be kept private and confidential.

Article III: Executive Council

1. The Executive Council shall consist of four (4) officers namely **President, Vice President, General Secretary and Treasurer.**
2. The Vice President, General Secretary and Treasurer are all placed under the President.
3. The Vice-President sits above the General Secretary and Treasurer.
4. The Executive Council (hereafter referred to by its acronym ‘**EC**’) shall have the right to set-up a commission to amend the constitution given that an absolute majority of the Executive and the Directorate combined supports the motion.
5. The EC has the right and obligation to protect the Society’s interest and members, 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.
6. Each position in the EC is valid for a period of 1 year after which it shall automatically be vacated and all positions in the EC shall be open to applications.

7. No Position in the EC can be held by more than one person.

8. **President:** The President of INDEX 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.

The President shall:

- a. Attend the Student Organizations Orientation Session at the beginning of the academic year.
- b. Be the Convener of the equity committee.
- c. Review and understand the current constitution and manage the society accordingly.
- d. Ensure that the members understand the rules and regulations as determined by the constitution.
- e. Adhere to all university policies and ensure that the society does so as well.
- f. Sign every official document and get it approved from the Patron before submitting it to the Extra-curricular Office. *

*In case the President is unavailable to sign the document, the signatures of the Vice-President should suffice. In case the Vice-President is also unavailable, the sign of any other member of the EC shall suffice.

- g. Be the principal policymaker of the society.

h. Has the right to remove any member of the Directorate or General Body (hereafter referred to as the GB) they deem unfit for INDEX.

9. **Vice-President:** The Vice-President Events, hereafter referred to as “**VP**”, shall be the in-charge for all the society’s event(s).

VP shall:

a. Be responsible for all events related activities of the society and supervise them.

b. Be the final authority, after the President, regarding all matters pertaining to the events that take place during his/her tenure.

c. Be the member of the Equity Committee of the Society.

d. Ensure that no event conducted by INDEX clashes with the mandate/scope of any other society at LUMS.

e. Ensure that no other society conducts an event that falls in the domain of INDEX.

f. Keep the President up to date with all the happenings regarding the events of INDEX

g. Make sure that all events occur as planned and scheduled

h. Make sure, along with the President, that all university policies must be strictly followed by the society.

i. Be responsible for and actively take part in the execution of the annual INDEX agenda presented at the beginning of the EC’s

tenure with the assistance of the Executive Council and the Directorate.

11. **General Secretary:** The General Secretary, hereafter referred to as the “**GS**”, shall act as the liaison between the administration and the society.

GS shall:

- a. Head all the General body meetings as well as all the Directorate meetings
- b. Act as the principal communications officer for inter-society and intra-society communications.
- c. Be the Deputy-Convener of the Equity Committee of the Society.
- d. Disseminate information and decisions made by the society to all the executive council, Directorate and GB members of the society.
- e. Make a note of all minutes of meetings throughout the year.
- f. Keep all the records of meetings held both internal and with the administration.
- g. Maintain membership directory of both executive and general council members for the current year.
- h. Responsible to correspond with all interfaces within the organization.

13. **Treasurer:** The Treasurer shall represent the society's treasury and be responsible to maintain it.

The Treasurer shall:

- a. Maintain an accounting system to record all income and expenses.
- b. Present photocopies and cash documentation that serves as reliable evidence to the President and Vice-President.
- c. Prepare yearly budget and budgets for all events and productions.
- d. Keep the flow of cash transparent.
- e. Be responsible for handling all reimbursements pertaining to all society activities.
- f. Find and handle sponsorships.

Article IV: The Directorate

1. The Executive Council will be assisted by and will direct a selected **Directorate**. The following conditions will apply:

- a) The Directorate will have 2 designations for each department: Director and Assistant Director (hereafter referred to as AD). Directors and Assistant directors must work together to supervise their respective departments. The flow of information and updates from departments is to be from AD to Director to EC.
- b) No position in the Directorate can be held by more than one (1) person at the same time.
- c) The Directorate will be selected by the Incoming Executive Council at the end of the academic year

d) Upon consensus amongst the Incoming Executive Council Members, the exact responsibilities of the members of the Directorate must be decided before the positions are opened to the General Body of the society.

e) The following procedure shall apply for the selection of the Directorate of INDEX:

i. Call for written applications

ii. Scheduling of Individual Interviews by the Incoming Executive Council

iii. Evaluation and comparison of all applicants on the basis of merit, contribution and written plans proposed by each applicant.

f) The Incoming Directorate must be announced at least one (1) week before the end of the Academic Year.

g) The Directorate shall automatically dissolve at the end of the academic year and all positions in the Directorate shall be open to applications.

2. The Powers and Responsibilities of the Directorate:

a) The Directorate may dispose of or hire any general body member into their respective department.

b) The Directorate neither can terminate the membership of any member of the society nor can recruit any student into the society.

c) The Directorate members may recommend to the Executive Council regarding all termination and recruitment matters.

d) The Directorate shall unequivocally assist the Executive Council in the discharge of their functions.

e) The Directorate may deal with the LUMS administration when

- i. The matter at hand does not involve cash.
- ii. The matter is not regarding event and project approvals.
- iii. When the Executive Council directs them to.
- iv. When the Executive Council is unavailable.

f) The Directorate cannot sign any official documentation. All official documents signed by the Directorate shall be considered null and void.

g) The Directorate shall follow all directions given by the Executive Council.

h) The Directorate may devise additional plans for their respective departments, but they must be approved by the Executive Council.

i) It is the responsibility of the Directorate to keep the Executive Council informed of all the activities of their respective departments.

Article V: Membership

1. Recruitment shall commence at the beginning of the Fall Semester as outlined in Article V Clause 1, 2, 3 and 4.

2. The recruitment procedure shall commence with the recruitment activities originated by the society and directed towards the student body of LUMS for the purpose of encouraging association with the society.

3. Any student who is enrolled in LUMS, whether visiting, full-time or exchange, is eligible to be a member of the society*

*All students who are not full-time enrolled at LUMS are recognized as honorary members. Honorary members are not eligible to apply for the Executive Council Positions.

4. The recruitment activity is a three-tier process starting from written applications to individual interviews followed by deliberations by the Directorate and Executive Council.

5. The procedure can be altered and redesigned by a simple majority vote of the Executive Council.

6. The recruitment drive can be repeated during the academic year if there is a simple majority vote of the Executive Council in favour of the motion.

7. Any member of the Executive Council has the authority to recruit any LUMS student to the society directly with a simple majority vote of the Executive Council in favour of the motion.

8. Membership of the society is valid for a term one year after which it will be subjected to renewal.

9. Membership of the society shall only be renewed for those members who show interest in remaining associated with the society.

10. All members who do not renew their membership at the end of the year shall automatically lose the privilege of being part of the society.

Article VI: Evaluations and Succession

Evaluation and Succession for Executive Council Positions:

1. The evaluation for succession to the Executive Council shall follow a two-step process: Call for written Applications and Interviews.

2. Elections shall be conducted for the sake of promotion along the organizational hierarchy, where the following criteria shall be taken into consideration

a. Applicant evaluation**

b. Interviews: Applicants for the EC will be interviewed by the outgoing EC*, Applicants for the Directorate will be interviewed by the outgoing Directorate (of the department applied to) and a member of the new EC will be present to supervise the interviews.

c. Contribution to the Society

d. The plan presented by the applicant

e. Voting:

- by the Outgoing Executive Council of INDEX to select members and designations of the incoming Executive Council.

- by the Directorate to select members and choose designations of the incoming directorate. Any and all members of the new and outgoing EC can be present to supervise voting procedures.

*Interview for the Executive Council positions may include one (1) or more former Executive Council member of the Society OR the Patron of the society in the interview panel.

**Applicant Evaluation shall be based on their performance with regards to the tasks assigned to them over the course of time.

3. The procedure for promotion and selection for Directorate shall be as follows:

a. The Executive Council shall invite written applications for all available posts within the council.

b. All applicants who have successfully submitted their written application by the deadline set forth shall be interviewed by the executive council at an appointed time announced.

i. The executive committee must communicate the time and venue of the interview at least two working days before the date on which the interview is to occur.

ii. The executive committee shall accommodate a change in the specified time or date of an interview as requested by a candidate on the submission of a written document depicting a legitimate reason for the suggested change.

iii. The explanation behind the request supplied by the candidate will be accorded legitimacy upon the unanimous agreement of the executive committee. In such a case, the committee shall communicate the new time and venue of the interview to the candidate at least a day prior to the new date of the interview.

iv. Failure to attend the interview at the appointed time shall result in the automatic nullification of the application filed. However, the nullification may be revoked on submission of a written legitimate explanation detailing why the candidate failed to attend the interview at the appointed time.

v. The revocation of nullification of a particular application, as specified in (IV) requires the unanimous consent of the executive committee.

vi. In the event of a revocation of nullification of an application as specified in (V), the committee shall communicate the new time and venue of the interview to the candidate at least a day prior to the new date of the interview.

4. Interviews for the new Executive Council shall be conducted no earlier than six (6) weeks before the end of the academic year and no later than three (3) weeks before the end of the academic year.

5. Results of the interviews shall be announced no later than 7 days after the Interviews have been conducted.

6. Only members who have been associated with the society for at least two (2) years are eligible to apply for the position of President and Vice-President.

Evaluation and Succession for Directorate Positions:

7. The evaluation and succession procedure for Directorate position follows a two (2) step process: Call for applications and Interviews.

8. Interviews for the Directorate Positions can only be conducted by the Incoming Executive Council. Interviews Conducted by any other Council shall be considered null and void.

9. Clause 3 and its sub-sections of Article VI stand valid and applicable for the selection of the Directorate as well.

Article VII: Termination of Members and Impeachment of Society Officers

1. Termination of General Body Member

a) The Executive Council has the authority to expel any general body member with a simple majority vote of the Executive Council in favour of the motion.

b) The Directorate member may only dismiss a general body member off his services but cannot expel him from the society.

2. Impeachment of Directorate Member

a) All cases of Directorate member impeachments shall be referred to the Equity Committee which shall then consider the motion.

b) Only members of the Executive Council can raise the motion to impeach the Directorate member.

c) Voting for impeachment may only be carried out if the Equity Committee approves the motion for Impeachment.

d) Members of the Directorate can only be impeached by a simple majority vote of the Executive Council in favour of the motion.

3. Impeachment of Treasurer and General Secretary

a) Motion to impeach Treasurer and General Secretary shall be referred to the Equity Committee.

b) Voting for Impeachment may only be carried out if the Equity Committee approves the motion.

c) Only Executive Council members can raise the motion to impeach a member of the Executive Council.

d) A simple majority vote of the Executive Council in favour of the motion shall hold the member concerned impeached.

4. Impeachment of the President and Vice-President

a) Only a member of the Executive Council can raise the motion to impeach the President or Vice President of the Society,

b) Voting for the motion to impeach the President or the Vice-President shall be carried out after the Patron of the society approves of it.

c) An absolute majority in the Executive Council and the Directorate combined in favour of the motion shall hold the President or the Vice-President impeached.

Article VIII: Filling Vacancies

1. Where an incumbent takes leave for less than a period of 45 days, he/she can appoint a member of the society to handle the functional responsibilities that need to be managed during the time of absence provided that the following conditions are met.

a. The simple majority vote of the Executive Council in favour of the recommended member.

b. Additionally, a written letter of nomination must be submitted to Executive Council, which reserves the right to appoint another member who seems more suitable.

2. All such appointed members shall have a current charge for that particular designation.

3. No member of the society can hold a current charge for more than 45 days.

4. No position shall remain without a permanent officer for more than a period of 45 days.

5. In case an incumbent resigns from his/her position, except that of the President/Vice-President, the position may be filled by any member recommended by the resigning officer provided that they meet conditions a and b of clause 1 of article VIII: Filling Vacancies.

6. In case the vacating officer does not recommend a member to handle the functional responsibilities, the Executive Council may do one of the following

i. Open applications for the position to the General Council and conduct interviews. All succession procedures mentioned in Article VII are applicable.

ii. A General Body member may be nominated provided that there is an absolute majority vote of the Executive Council in favour of the nominee.

Filling the position of the President and Vice President:

7. Clause 2, 3 and 4 of Article VIII are valid for filling the position of the President and Vice-President.

8. Only the Vice-President of the society is eligible to take charge for the position of the President in case of his absence or resignation.

9. The President may nominate the Vice President to take charge in his leave of absence.

10. In case the nominated Vice-President refuses to accept the responsibility, the offer automatically moves to the other Vice-President

11. In case the Vice-President refuses to take charge as the President, the case may be referred to the Patron who shall then select the new President upon his/her discretion.

12. Clause 9, 10 and 11 of article VIII are only applicable in case the President resigns or goes on a leave of absence for less than 45 days.

13. In case when the President is impeached or dismissed, the Patron of the society may directly nominate any member of the society to take charge as the President of the society.

Article IX: Equity Committee

1. The President, Vice-President and General Secretary are permanent members of the Equity Committee.

2. The Convener (President INDEX) may appoint any permanent member of the Equity Committee in-charge in case of his/her absence.

3. The General Secretary or EC members may add up to five (5) additional members to the bench.

4. The additional members shall only have observer rights and may not ask any questions from the member concerned until or unless a permanent member of the committee allows them to.

5. Additional members are entitled to voting rights.

6. The equity committee has the authority to look into the following matters

i. Intra-Society conflicts

- ii. Malpractices by society members during any society activity
- iii. Any dispute that affects the society and its operations
- iv. Cases of Impeachment of Society Officers
- v. Involvement of society members in any case of bullying or harassment of any kind both inside and outside the society.

7. Structure of Procedure for the Equity Committee is as follows

- a. Equity Committee proceedings are based on hearings of concerned personnel.
- b. Any member of the society may refer a case to the Equity Committee by sending in an appeal to the Deputy-Convener of the committee (General Secretary INDEX), if there is a conflict of interest there, then, to any member of the EC that the member is comfortable in talking to. If the victim has no other option, they may contact the patron (Dr Suleman Shahid) who will then be requested to form an unbiased Equity Committee.
- c. It is the consent of the Deputy-Convener/EC member/Patron (whoever the appeal was sent to) to accept the appeal or deny it.
- d. Once approved; the concerned parties shall be notified via email at least 48 hours prior to their hearing.
- e. Concerned parties may ask to reschedule time for their hearings in case they are unavailable.

- f. Upon hearing the case of all the concerned parties, the Equity Committee shall release its decision.
- g. Concerned parties may appeal to the decision within 48 hours of its release.
- h. The Equity Committee may further refer cases to the Disciplinary Committee of LUMS in case it deems necessary.
- i. The Equity Committee will be responsible to maintain anonymity and must remain completely impartial.
- j. If the victim believes that a member of the Equity Committee may be biased towards the case, they may be removed from the committee if there is a simple majority vote in the EC (Vote of the Committee member deemed bias will not be counted).
- k. Gender requirement to ensure at least an equal proportion of females to males in cases of harassment, abuse or bullying. (There can be a greater number of females in the committee than males).

8. The decision of the Equity Committee is final.

Article XI: Finance

1. The Budget allocation shall be undertaken by the Treasurer at intervals as deemed fit.
2. All procurement procedures shall require the approval of the Treasurer, General Secretary and President.
3. The event fees and society membership fees or any registration charges will be prescribed by the Executive Council from time to time.

4. The accounts of the society in relation to the events and activities will be prepared by the Treasurer (Only valid for events and ventures solely owned by INDEX)

5. All budgets shall be approved by the Treasurer and the President.

Article XII: Meeting and Procedures

1. The General Secretary shall convene all general body meetings as and when required.

2. The Executive Council shall be informed of all the meetings.

3. Notice of the General Body meetings shall be given at least two (2) days before the meeting.

4. General Secretary shall also convene all Directorate meetings.

5. The President shall convene all Executive Council meetings.

Article XIII: Trips; National and International

1. INDEX may send its members to national and International UX or Design workshops, Design competitions, seminars or similar activities.

2. INDEX may provide subsidy to all team members selected to represent the society. The final subsidy is subject to the approval of the Office of Student Affairs.

3. Selection to national and international trips shall be made through a 3-tier process:

i. Call For Applications

ii. Interviews

iii. Contributions to Society

4. The selection shall be based on the following criteria:

i. Interview: 25%

ii. Contribution to the Society: 75%

5. The contribution of a member shall be considered for only the past year of their time in the Society.

Article XIV: Amendments

1. All changes to this constitution shall be made through the INDEX constitution review committee.

2. INDEX constitution review Committee shall be chaired by the President of the society unless the President nominates another member for the purpose.

3. Any amendment to the constitution shall need an absolute majority vote of the INDEX Constitution Review Committee and a simple majority vote of the Directorate and the Executive Council.

4. The Structure of procedure and members shall be decided by the President and Vice-President of the Society.

5. The Constitution may be suspended or abolished by a simple majority vote of the General Body, Directorate and the Executive Council combined.

6. The motion to suspend or abolish the Constitution can only be carried out by the President or Vice-President of the society.

7. The constitution cannot remain suspended for more than seven (7) days.

Draft History

1. First Constitution of INDEX - 13th May 2019
Authored on behalf of INDEX Constitution Review Committee
By Nauman Yawar Butt
Director Marketing, Media and Promotions
2. INDEX Constitution 2020 - 14th July 2020
Authored on behalf of INDEX Constitution Review Committee
By Nauman Yawar Butt - Vice President INDEX
Edited by Hania Siddiqui - President INDEX

Changelog:

Additions in Article IX, clause 7:

- Adding bullying and harassment to the list of offences that the Equity committee must look into.
- Added a gender requirement to ensure an equal proportion of females to males in cases of harassment.
- Modified authority of the deputy convener of equity committee to prevent future abuse of power by allowing **other members of the EC and patron** to accept an enquiry request to be filed against any member of the society.
- The Equity Committee will be responsible to maintain anonymity and must remain completely impartial.
- If the victim believes that a member of the Equity Committee may be biased towards the case, they may be removed from the committee if there is a simple majority vote in the EC (Vote of the Committee member deemed bias will not be counted).
- Added clause 12 in Article I to help future members in understanding terminology used to describe parts of the constitution.

Approval

I have read the contents of the constitution and find it in accordance with the prescribed rules & regulations. I hereby authorize the promulgation of the constitution.

Hania Siddiqui,
President INDEX

Nauman Yawar Butt,
Vice-President INDEX

Hassan Sajid Tarrar,
General Secretary INDEX

Mustafa Asif,
Treasurer INDEX

Sir. Suleman Shahid
Patron, INDEX