

**CONSTITUTION OF THE  
LUMS COMMUNITY SERVICE SOCIETY**



Table of Contents

**ARTICLE I: PRELIMINARY ..... 3**

**ARTICLE II: MEMBERSHIP OF SOCIETY..... 3**

**ARTICLE III: CODE OF CONDUCT..... 5**

**ARTICLE IV: THE EXECUTIVE COUNCIL ..... 5**

**ARTICLE V: THE GENERAL COUNCIL ..... 11**

**ARTICLE VI: EVALUATION AND SUCCESSION..... 14**

**ARTICLE VII: CONFLICT RESOLUTION ..... 15**

**SCHEDULE I: ORGANIZATION ..... 17**

**APPENDIX A (PROFESSIONAL CODE OF CONDUCT) ..... 19**

# ARTICLE I: PRELIMINARY

1. Name: The name of the society shall be 'LUMS COMMUNITY SERVICE SOCIETY' and shall employ the acronym 'LCSS' for the purposes of publicity & common use and will be referred to as 'the Society' here onwards.
2. Purpose: LCSS aims to provide a platform to the LUMS community to serve the society for its betterment and to spread the word of kindness, sympathy and charity.
3. Scope: The scope of the society shall include conduct & participation in all community serving activities, including but not limited to, special children's art competition, sports gala, fundraising bake sales, ghazal/qawalli night, blood drives, education projects with NGO's and other charitable events, projects like LUMS Flood Relief Drive LFRD and activities outside and within the university .
4. The society will not discriminate on the basis of race, religion, national origin, gender, age or disability in neither its operations nor its activities.

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

# ARTICLE II: MEMBERSHIP OF SOCIETY

The purpose of these procedures is to provide a systematic recruitment process that promotes fair dealings between students and the society.

1. Recruitment will be conducted at the start of Fall Semester as outlined in Article II Clause 1, 2, 3 & 4.

2. The recruitment procedure shall commence with recruitment activities originated by the society and directed towards the student body of LUMS for the purpose of encouraging association with the society.
3. The activities will apprise the interested student body of the nature of tasks undertaken by the society, expectations and the norms and ethics the society upholds.
4. The recruitment procedure at the start of the year will be three stage process:
  - 4.1. Stage I: Orientation: The orientation session of the society shall be held in the beginning of the fall semester with the main purpose of educating the LUMS community about the activities of the society and encouraging the incoming freshman to become a part of the society
  - 4.2. Stage II: Applications
    - 4.2.1. After the orientation session, applications will be invited for the membership of the society.
    - 4.2.2. The applications will judge and shortlist student body on spirit, required expertise and commitment
  - 4.3. Stage III: Interviews: Candidates shortlisted on the basis of the criteria Stage 2 will be called for interviews. Interviews will gauge candidates according to criteria outlined in 4.1.2.
5. The final decision of induction of the new members lies with the Executive Council (Article IV) of the society,
6. At the end of the year, the General Body and Executive Council shall automatically stand dissolved.

# ARTICLE III: CODE OF CONDUCT

1. LCSS expects its members to uphold and demonstrate following values and ideals:

- 1.1. Honesty in all dealings with others, as foundation of all other values.
- 1.2. Respect for others, as shown by consideration for their beliefs and needs.
- 1.3. Integrity in adherence to moral and ethical principles.
- 1.4. Excellence in all work performed, reflecting the ideal of quality as a virtue.
- 1.5. Commitment in demonstrating obligation towards society's vision, decisions & promotion.

2. Conduct: All members must place the interests of the society above those of personal or sectional interests.

- 2.1. All members are expected to treat their fellow members, their superiors and their subordinates professionally, with due respect and diligence.
- 2.2. The reputation and integrity of the society should not be compromised at any point of time. It is every member's duty to uphold this regulation.
- 2.3. The image of the society should not be harmed through any misconduct by members.
- 2.4. No member shall participate in slandering against the society; instances of which include emailing on public domains and writing or commenting on individual and public blogs.

- 2.5. Members should employ conflict resolution outlined in this constitution to seek remedies for their grievances.

Any disregard or violation of this principle could lead to repercussions including, but not limited to, suspension, demotion, or expulsion from society.

3. The Executive Council reserves the right to kick any member out of the society for any reason they seem necessary to uphold the values of the society and the institution of LUMS

3.1. The Executive Council has the right and obligation to protect the Society, and if, in their opinion a certain council/body member has violated the professional code of conduct (Appx. A), they with the approval of the committee (President [if not accused, and at least 3 other members of the EC] should relieve that member of his/her duties.

3.2. In case of any complaint/violation of the professional code of conduct (Appx. A) the Human Resources Department will have the lead in the case and present the case to the Executive Council.

## ARTICLE IV: THE EXECUTIVE COUNCIL

1. There shall be an Executive Council, which will consist of five (5) members, namely, the **President**, two (2) **Vice Presidents**, the **General Secretary** and the **Treasurer**, in order of decreasing seniority
2. Power of the Executive Council: The Executive Council, hereafter referred to by its acronym 'EC', shall exercise the following rights:
  - 2.1. The EC shall have the right to amend the constitution given that it has the support of no less than 5/5 of the EC members.
3. Patron: The role of the patron shall be as follows:

- 3.1. The Patron must be a member of full-time or full-time visiting faculty and should not handle more than two societies at a time.
  - 3.2. The Patron should be aware of all the events/activities being initiated and progressed from the platform of the society.
  - 3.3. It is mandatory for the President and General Secretary to get approval of the Patron for any kind of event/activity.
  - 3.4. All external/internal requests should be submitted with the signature of the Patron of society.
  - 3.5. If for some reason the Patron is not available; the Officer Extracurricular Activities will assume this role in the interim.
  - 3.6. Patron will advise, guide and counsel the Society's members about all matters relating to societies.
  - 3.7. Patron will have the authority to ensure that all financial controls are observed, and no financial irregularity takes place in the affairs of the society.
  - 3.8. In case of any dispute within the Society council, the Patron would be the ultimate decision-making authority
4. President: There shall be a President of the society who shall be the Head of the society and along with remaining members of EC, shall represent the unity of the Society
- 4.1. The President shall be the person responsible for all activities carried under the umbrella of the said Society.

- 4.2. Duties of Executive Council in relation to President: It shall be the duty of the Executive Council:
- 4.2.1. To communicate to the President all decisions of the Executive Council relating to the administration of the affairs of the Society;
  - 4.2.2. To furnish such information relating to the administration of the affairs of the Society and proposals for Events as the President may call for; and
- 4.3. Duties of President: The President shall:
- 4.3.1. Be responsible to uphold the Constitution of the Society at all times.
  - 4.3.2. Be the principal policy planner of the society.
  - 4.3.3. Sign every official document for the society and get it approved from the Patron before submitting it to the extracurricular office.
  - 4.3.4. Represent the Society in the Board of Presidents.
  - 4.3.5. The President has the right and obligation to protect the Society, and if, in his/her opinion a certain council member is not working for the best interest of the club, he/she with the approval of the committee (Patron, President, and at least 3 other members of the EC) should relieve that member of his/her duties.
  - 4.3.6. The President must be aware of all University procedures related to the Society programmers and make sure to follow them as well.



5. Vice-President: There shall be two (2) Vice-Presidents, hereafter referred to as ‘VP’ of the Society who will act as Deputies to the President and act in his aid for the objectives and purposes defined as above.

5.1. Duties of the Vice Presidents: The VP’s:

5.1.1. Shall actively take part in the execution of the operations which have been directed by the President with the aid of the Executive Council.

5.1.2. Be responsible for furnishing detailed annual plans relating to all events and projects and would be required to oversee their completion.

5.2. The Vice Presidents shall act as the President in the latter’s absence.

6. General Secretary: There shall be a General Secretary of LCSS, referred to as ‘GS’ who shall have an elaborate coordination role in the society. The GS shall perform his functions as a non-supervisory staff officer of the society.

6.1. Duties of General Secretary: The GS shall:

6.1.1. Schedule meetings all year round and make a note of all minutes of meetings throughout the year.

6.1.2. Send emails and text messages to notify the society members of any updates or alerts.

6.1.3. Engage the general student body on behalf of the society. 6.1.4. Act as the principal communications officer for the society.

6.1.5. Keep records of all society documents and papers that may be entrusted to his person.

6.1.6. Maintains membership directory of both executive and general council for current year.

6.1.7. Disseminate information/decisions made by the society to all the executive/general council members of the society. Demonstrate an awareness of the domains of all departments within the society and the respective communication of these to the office-bearers.

7. Treasurer: There shall be a Treasurer of LCSS, who will handle all the finance related affairs and cash flows of the society.

7.1. Duties of Treasurer: The Treasurer shall:

7.1.1. Prepare budgets for the society.

7.1.2. Submit bills, invoices and receipts to the Extracurricular Staff.

7.1.3. Maintain an accounting system to record all income and expenses.

7.1.4. Keep records of all LCSS documents and papers that may be entrusted to his person.

7.1.5. Deposit any funds into the Student Organization/LUMS Account, maintained at the Accounts Office.

7.1.6. Help the marketing & ER department in arranging funds for the society.

8. Notwithstanding any provision to the contrary in this Constitution, the structure of the Executive Council, as amended by this Constitution, shall not be altered for a period of at least one (1) year except in the following cases:

- 8.1. The death of one of the members of the Executive Council
- 8.2. Ineligibility of one of the members of the EC to hold office on grounds of separation from LUMS.
- 8.3. Ineligibility on grounds of being disqualified to hold office, pursuant to a decision from the Disciplinary Committee.
- 8.4. Any other unforeseen circumstances which may render him/her unable to hold office.

## ARTICLE V: THE GENERAL COUNCIL

1. There shall be six (6) Functional Departments, each to be headed by a full-time officer of the rank of Directors and assisted by Assistant Director(s) according to available posts.
2. The Functional departments shall be referred to as Events, Finance, Marketing & External Relations, Media & Promotions (M&P in short), Human Resources (HR in short) and Operations.
3. Duties of Events Department: The Events Department shall:
  - 3.1. Be responsible for the planning & organization of various charity and fundraising events, and handle all logistical work, including but not limited to, booking of auditoriums, and multimedia.
  - 3.2. Handle all logistical work during the organization of any event.
  - 3.3. Handle all work related to crafts, décor and physical creativity for any and all events.
  - 3.4. Organize Aspire activities: On campus awareness activities in collaboration with other departments (For example, Mental Health Awareness Day, Transgender Talk)

4. Duties of Media and Promotion Department: The M&P Department shall:
  - 4.1. Be responsible for the publicity and promotion of all events of the society around the campus and to the whole LUMS body.
  - 4.2. Design posters, fliers, standees and charts for the promotion of events.
  - 4.3. Setting up desks, boards and projector screens outside PDC to publicize upcoming events.
  - 4.4. Send emails to the LUMS student body regarding promotion of an event, from the society's account. (E.g: CCA emails).
  - 4.5. Plan/organize orientation activities with other departments' help.
  
5. Duties of Marketing and External Relations Department: The marketing & ER department shall:
  - 5.1. Be responsible for the external marketing and promotion of an event, if needed.
  - 5.2. Raising sponsors and arranging meetings with outside parties if the arrangement of an event requires to do so.
  - 5.3. Establishing international/national affiliations for any collaborations motivated by sponsorships/funding. Any operational work forwarded to relevant departments.
  
6. Duties of Finance: The Finance department shall:
  - 6.1. Manage the society budget with the treasurer.
  - 6.2. Manage the petty cash/donations in cash, Microfinance program, Each One Teach One program, fundraising activities.
  - 6.3. Collection of payments for merchandise & activities. (E.g: Trip)

- 6.4. Establishing data bases for incomes/expenses/microfinance/EOTO/petty cash.
  - 6.5. Any audits required. (E.g: Inventory).
7. Duties of Operations: The Operations department shall:
- 7.1. Arrange transport for all the projects and events of LCSS.
  - 7.2. Manage the reimbursements/Advance cash operational work along with inventory.
  - 7.3. Procure the items required for events and projects.
  - 7.4. Establishing databases of inventory, transport, Purchase requisitions.
8. Duties of Human Resource Department: The HR department shall:
- 8.1. Manage the society's general body with the general secretary.
  - 8.2. Organize and manage general body meetings.
  - 8.3. Maintain attendance of the general council at general council meetings.
  - 8.4. Keeping record of meeting minutes.
  - 8.5. Establishing a Volunteer system for weekend projects and all LCSS events within LUMS.
  - 8.6. Run the LCSS internship program, project Bunyaad over the summer holidays, in the month of July.
  - 8.7. Handle communication with any national/international organization as advised with “Marketing & ER”.
  - 8.8. Build & maintain an Alumni network through planned activities/get togethers.
- Functional work to be carried by Operations, Finance & Events.

9. Duties of Projects Department: The projects department shall:
- 9.1. Propose and implement the various projects of the society aimed at promoting  
Community welfare.
  - 9.2. Assign members to the teams at these different projects.
  - 9.3. Oversee the smooth functioning of the teams and the projects.
  - 9.4. LCSS will have the following projects:
    - 9.4.1. BloodLink
    - 9.4.2. Bridging Barriers
    - 9.4.3. Children's Hospital
    - 9.4.4. Project Rehbar
    - 9.4.5. Project for Uplifting of LUMS Support Staff (PULSS in short)
    - 9.4.6. Teach For Change

## **ARTICLE VI: EVALUATION AND SUCCESSION**

Evaluation & Succession refers to the appraisal of a person's work capability, supervisory abilities, commitment, experience and ability to work as a team to ascertain his/her standing in the society and for succession to the Executive Council.

1. The evaluation for succession to the Executive Council will be held at year-end.
2. Evaluations: There shall be a form, duly approved by the Executive Council, which will be hereafter referred to as 'Evaluation'. The Evaluation will be:

- 2.1. Conducted at the end of year.
- 2.2. Conducted by the respective Director for Team Evaluation and the Executive Council for Functional Team Evaluation.
- 2.3. Evaluation shall be based upon the following characteristics: Leadership skills, Commitment, Results, Teamwork and Experience
- 2.4. Evaluations shall use a 'forced-ranking' method, whereby each member will be assigned a rank with regards to his co-workers.
- 2.5. The General Secretary shall maintain a comprehensive record of all evaluations, and it will be his responsibility to ensure all recommendations are filled.
- 2.6. The evaluation is a confidential document and will be available for perusal of the person concerned only. The Executive Council however will have access to the evaluation form.  
Experience: Experience to be required for the posts of Director & Assistant Director is 1 year and for the Executive Council it stands at 2 years.

## ARTICLE VII: CONFLICT RESOLUTION

1. Conflicts within the Executive Council: In case of a conflict amongst members of the Executive Council (hereafter referred to as 'conflicting parties') over any dispute, the remedies shall be exercised in the order mentioned below:
  - 1.1. The conflicting parties will abide by LCSS Code of Conduct & will make every possible effort to resolve the conflict through mutual dialogue & shared responsibility.
  - 1.2. If both conflicting parties fail to resolve the matter within three days by themselves, then a vote shall take place among EC members. The solution with majority votes shall be deemed

final.

- 1.3. If the EC fails to create a majority to resolve the conflict within ten days, a special session of the General Council will be called upon. Both conflicting parties shall have two options, either present their case in person to the special session of GC members, or submit a write up of their respective cases to each member of GC prior to the special session with anonymity. The GC shall thereafter:

1.3.1. Consult within themselves in the absence of conflicting parties.

1.3.2. Decide and arrive at a consensus decision. If that is not possible, the solution with the majority votes among the GC members shall be deemed final. All the proceedings of this special session shall be done in only one seating of the Executive Council.

1.3.3. The proposed solution shall be binding on both conflicting parties.

- 1.4. If the conflict assumes such critical proportions that it seriously hampers the society's working, an emergency session of the General Council shall be called upon. The GC shall thereafter:

1.4.1. Hear the arguments presented by both sides and consult in the absence of conflicting parties.

1.4.2. Thereafter it will arrive at a decision giving its verdict on the removal of the concerned EC member, only after a unanimous favor.

1.4.3. The next-in-line EC member will assume the dismissed member's responsibilities, and the vacant post shall be filled by remaining GC members through the same succession criteria defined in Article VI.



1.4.4. The new EC member shall ask for a vote of confidence from the GC.

2. Conflict with other Societies: The guiding principle for LCSS regarding its relations with other societies will be of congeniality and cooperation.

2.1. In a situation of contention, that may arise with specific societies shall be dealt with on the basis of a consensus in the Executive Council & advice from OSA, but represented by the President.

## SCHEDULE I: ORGANIZATION

Executive Council	President Vice President- Admin and Events Vice President- Projects General Secretary Treasurer
General Council	Directors: Functional departments (6 directors), Projects (6 directors) Asst. Directors: Functional departments (14 ADs), Projects (13 ADs)
General Body	General body members

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.

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Furrukh Khan  
Patron, LCSS

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Hiba Iqbal Zakai  
Head Of CCA, OSA.

**Appendix A**

LUMS Community Service Society – Professional Code of Conduct

**Table of Contents**

<b><i>Introduction:</i></b> .....	<b>20</b>
<b><i>LCSS’ Professional Conduct Principles</i></b> .....	<b>20</b>
<b><i>Section: Equity and Discrimination</i></b> .....	<b>21</b>
<b>1. Disrespect</b> .....	<b>21</b>
<b>2. Discrimination</b> .....	<b>22</b>
<b>3. Sexual Harassment</b> .....	<b>22</b>
<b><i>Professional Conduct:</i></b> .....	<b>23</b>
<b>1. Individual</b> .....	<b>23</b>
<b>2. General Council Members</b> .....	<b>23</b>
<b>3. Executive Council</b> .....	<b>24</b>
<b><i>Fair and respectful provision of Feedback</i></b> .....	<b>24</b>
<b><i>Violation</i></b> .....	<b>24</b>

## Introduction:

- 1- The LUMS Community Service Society- LCSS is the one of the largest student run organizations at LUMS and is unique in its active involvement in year-round community service; providing a range of opportunities for all interested in giving back to the society. We at LCSS believe in bridging the societal gap present in our society and are actively involved in project throughout the year that serve a variety of needs and individuals to ensure that nothing and no one is left unnoticed.
- 2- The highest standards of conduct, competence and performance are expected of all members of LCSS in order to reflect the principles listed in Article III of the society constitution.
- 3- Responsibility for professional and moral behaviour lies with society members at all levels and must be taken with utmost seriousness as it forms the basis of LCSS' reputation. The respect and recognition given to a LCSS member by the general LUMS community, external stakeholders and the delegates should never be taken for granted. Therefore, it essential that all society members know and understand this handbook and utilize it as a guide for thought and action.

## LCSS' Professional Conduct Principles

- 4- Integrity – LCSS members are expected to showcase and demonstrate the highest standards of integrity and act in good faith, with intellectual honesty and fairness, in all matters in lieu of their designated responsibilities and the interests of LCSS.
- 5- Independence and Impartiality – LCSS members are expected to conduct themselves with the interests of LCSS only in view while handling the affairs of their position. LCSS members are required to act with impartiality and professionalism while ensuring that expression of personal views and convictions do not compromise and cloud their judgements while conducting the official duties. Special care must be taken that the following elements are not superseding or hampering conduct:
  - Bias
  - Prejudice
  - Conflict of Interest
  - Undue Influence

Position holders of the General Council and the Executive Council must refrain from any such activity that might not respect and safeguard the confidentiality of information which is available or known to them because of their positions. Members are expected to show tact and reserve in their communication in social gatherings or settings.

- 6- Respect for the dignity, worth, diversity and privacy for all persons – LCSS enjoys a rich multicultural blend of individuals ranging from various diverse backgrounds. LCSS is and will be always be fully committed to fostering an inclusive and multifaceted culture marked by the dignity and exemplarity of the way society members view each other and respect individual contributions. To address this specific challenge, further guidelines have been provided in the “Equity and Discrimination Section” to ensure that there no confusions on this particular matter.
- 7- Professional commitment – Starting from members of the Executive Council and General Council, who are expected to act as role models and demonstrate leadership, LCSS managers also need to be molded in way that they can learn professional expertise and understand the importance of personal commitment. Such a culture can only be inculcated through learning and development, supporting innovative approaches and solutions, the continuous search for new ways to support the objectives that LCSS strives to achieve.

## Section: Equity and Discrimination

Equity encourages everyone to treat others as they themselves would like to be treated. Equity is dependent on the core values of respect, dignity, and fairness. It recognizes the personal boundaries and sensitivities that each of us have as individuals and as a society at large. The examples of misconduct given below are inclusive of in-person and \*digital interactions.

### 1. Disrespect – Examples of conduct that will not tolerated in this regard

- spreading rumors or malicious untruths to slander someone’s reputation (gossip)
- criticizing, ridiculing, or dismissing achievements
- degrading someone in front of other people (public humiliation)
- inappropriate sarcasm
- speaking in a condescending or belittling way
- swearing at or insulting another person
- refusing to speak to someone about work related matters
- discounting the person’s thoughts or feelings (“Oh, that’s silly”) in meetings
- taking credit for work done by others
- making continuously negative comments about work without substantiating or complaining without actively seeking to be involved in the solution
- adopting an uncooperative or domineering behaviour
- actively undermining work and authority by destroying the good will between colleagues.
- Cyber bullying

## 2. Discrimination

The society will actively look to cater direct and indirect discrimination. Direct discrimination occurs when a person treats another person, on the basis of an attitude or characteristic, less favourably than a person without that attribute or characteristic.

Indirect discrimination takes place when a person imposes a condition requirement or practice which is unreasonable or disadvantages a society member who shares that attribute.

Discrimination can be done due to:

- Gender
- Residence Status (Day scholar/hostelite)
- Social Background
- Ethnic Background
- City
- Language

### 3. Sexual Harassment:

LCSS does not tolerate any sort of sexual harassment. Sexual harassment is a particularly severe form of harassment and will be handled by the Executive Council on urgent and immediate basis. Sexual harassment is understood as any unwelcome, unsolicited and unreciprocated, sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour that can result in sexually-coloured remarks that has or that might reasonably be expected or be perceived to offend, humiliate or intimidate another person. This again pertains to both in-person and <sup>1</sup>digital interactions.

Special care must be observed to make sure that the female members of the society are given an equal platform to perform keeping in the mind the pre-existing societal limitations.

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<sup>1</sup>Digital Interaction refers to all social media interactions inclusive but not limited to Email, Text messages, Whatsapp, Instagram, Twitter, Snapchat, Facebook etc.

## Professional Conduct:

All LCSS members are responsible for their own professional and personal conduct. However, commitment to uphold these values need a concerted effort at all levels of the established hierarchy in the society. Hence, we must provide some guidelines at all levels. Be reminded that these guidelines cannot possibly cover all events rather they will serve as helpful precursors.

### 1. Individual

- Act with common decency, good faith, and honesty
- Work to fulfil the duties of their position to the best of their abilities
- Take responsibility for their actions in the achievement of their individual objectives and deliverables

Some basic questions to evaluate any potentially controversial action:

What would a reasonable person think about my actions?

Am I personally comfortable with the course of action?

Do I have all the facts? Have I reviewed and considered the facts carefully? Would my action(s) reflect negatively or positively on me and/or on LCSS?

### 2. General Council Members

- Take responsibility for their actions and for ensuring that their department/project objectives are reached
- Promote and document fair and factual assessments of the performance of the managers or cross functional teams under their supervision
- Make decisions based on fair and factual assessments, regardless of internal or external pressures
- Know and understand this Code so as to provide guidance to and advise their peers and managers on their rights, responsibilities, and obligations
- Encourage an ongoing dialogue surrounding ethical conduct issues and allowing staff to express their concerns and needs in GC and EC meetings i.e. to help to create a safe space with in LCSS.
- Ensure that internal systems, policies, and procedures are applied consistently

### 3. Executive Council

- Adhering and ensuring adherence to this Code in its entirety
- Setting an example at the society's most senior level positions through professional behaviour
- Providing leadership by fostering a climate of professional commitment, fairness and respect
- Implementing policies that are consistent with its own set guidelines
- Recognizing the contribution of individual members to the achievement of LCSS' objectives;
- Publishing, promoting and updating this Code and supporting all of the General Body (GB) in understanding its applicability their responsibilities and rights, and of how to obtain support if needed.

## Fair and respectful provision of Feedback

The Executive Council is liable to take on the responsibility for assessing the performance of all society members under their supervision as prescribed in Article IV "Executive Council" of the LCSS constitution, which involves by definition addressing issues and making comments indicating areas in need of improvement. In this regard, the provision of constructive feedback, the reasonable expression of disagreement, admonishment, criticism or similar action regarding work performance, conduct or related issues constitutes part of normal supervisory and management duties and does not normally amount to either abuse of authority or harassment.

## Violation

- In case of any violation of the given Code of Conduct, the Executive Council along with the assistance from LCSS's Human Resource department has the right to dismiss any member of the General Council and the General Body by the power given to it by Article III of the LUMS Community Service Society Constitution.
- In case of any violation of the given Code of Conduct by an Executive Council Member, the Executive Council(excluding the accused) along with the Patron reserves the right to dismiss said member as stated in the LCSS Constitution.