



THE CONSTITUTION
2019-2024

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Preamble to the Constitution

We, the members of LUMS Daily Student, hereby establish and ordain this constitution, which seeks to unite students interested in the field of journalism in good fellowship; to assist students seeking to live up to the noblest principles of journalism and to advance the standards of journalism within this university by: TAKING ACTION in order to ensure that freedom of information is maintained in the college campus, FOSTERING adherence to basic ethical principles while ensuring that information is available without hindrances, CREATING opportunities for students interested in the field of journalism, ENCOURAGING diversity by not discriminating in terms of gender, ethnicity, age, cast, religion or creed, and thereby establishing the value of journalism as a key democratic institution in ALL SPHERES.

ARTICLE I. Name and Purpose

Section 1: The name of this organization shall be: LUMS Daily Student.

Section 2: This society is an organization of students who seek to:

1. Offer opportunities to share concerns, express opinions and participate in the solution of problems with other members of the LUMS community via the platform provided by the LUMS Daily Student.
2. Plan and execute approved events, workshops and projects under the ambit of fostering and promoting journalism.
3. Provide students with opportunities to engage in the field of journalism via internships, workshops and training programs.

ARTICLE II. Structure

Section 1: LUMS Daily Student shall be divided into four broad hierarchal divisions, outlined below:

1. Executive Council
2. Directorate, Junior Editor and Convener
3. Assistant Directors and the General Body

ARTICLE III. Executive Council

Section 1: Composition

The Executive Council will comprise of the following:

1. President
2. Vice President – Marketing
3. Vice President – Events
4. General Secretary
5. Treasurer
6. Editor in Chief

The tenure of the Executive Council will commence from the announcement of its appointment and will last until the end of the interviews of the following year's Executive Council.

Section 2: Eligibility Criteria

The Executive Council will have to adhere to the eligibility criteria which is:

1. They must be active, serving members of the LUMS Daily Student.
2. They should have experience of at least two years in the society.
3. Executive Council Members may not have active positions in any other society, especially when the value propositions of the societies conflict, however, the instances of exceptions are as follows:
 - The candidate in question is interviewed in detail and made aware of the responsibilities and workload involved with respect to more societies
 - The Executive Council (through majority vote) approve of the candidate's appointment to an Executive Council
4. No Executive Council member may hold the same office for more than one year and the President may not re-apply for the Council in the successive year.
5. They are not eligible to apply for an EC position if they have already applied for an exchange program or a semester abroad in the upcoming academic year.
6. They should have a GPA above 2.5 and should not have been reported to the Disciplinary Committee.

7. Members of the EC must be rising seniors or juniors.

Section 3: General Powers of the Executive Council

1. The Executive Council holds sole authority when making decisions for or on behalf of the society.
2. Any decision taken collectively by the Executive Council will require a simple majority amongst its members.
3. The Executive Council shall ensure that this constitution is respected and upheld by all members of the society.
4. If the constitution is silent on a particular matter, the Executive Council must respond to any given issue based on precedent.
5. All members of the Executive Council must conduct themselves as role models for the remaining members of the Society, and must present themselves in a manner representative of the values of the Society, including, but not limited to, the qualities of honesty, integrity, justice, discipline, professionalism and approachability.

Section 4: Division of Power and Duties

1. The duties of the **President** shall be as follows.
 - Attend the Student Organizations Orientation Session at the beginning of the academic year.
 - Attend all meetings and activities or send a member in his/her place.
 - Review and understand the current constitution and manage the society accordingly.
 - Ensure that the members understand the rules and regulations as determined by the Constitution.
 - Adhere to all university policies.
 - Fulfill all other responsibilities that are assigned to the President.
2. The duties of the **Vice President – Events** shall be as follows.
 - Interact with university offices on continuous basis and work as a liaison between the society and management.

- Preside over meetings in the absence of the President.
- Make sure with the President that all university policies regarding events must be strictly followed by the society.
- Assist the President in all matters relating to the society.
- Overlook the following departments; Logistics, Social and Journalism Events in order to ensure smooth and efficient working.

3. The duties of the **Vice President – Marketing** shall be as follows.

- Responsible to overview the activities of the society.
- Assist the President in all matters relating to the society.
- Establish liaisons with LUMS marketing office.
- Make sure with the President that all university policies regarding sponsorships must be strictly followed by the society.
- Overlook the following departments; Marketing, Design and Coverage in order to ensure smooth and efficient working.

4. The duties of the **General Secretary** shall be as follows.

- Make a note of all minutes of meetings throughout the year.
- Keep all the records of meetings held both internal and with administration.
- Maintain membership directory of Executive and Extended Councils, and the General Body for current year.
- Handle all administration duties of the society.
- Disseminate information/decisions made by the society to all the members of the society.
- Overlook the following departments; Human Resource and External Relations in order to ensure smooth and efficient working.

5. The duties of the **Editor-in-chief** shall be as follows.

- Editors in chief manage and oversee the content produced for publications or websites.
- This includes reviewing all content produced, such as articles and photographs,

developing strategies and style guidelines, and representing the brand at social events throughout the year.

- Overlook Editorial Board in order to ensure smooth and efficient working.

6. The duties of the **Treasurer** shall be as follows.

- Prepare budget requests for review by the end of the Summer Semester. In case of summer semester phase out, this **deadline will three weeks after the end of Spring Semester classes.**
- Attend the Officer's Orientation Session every Fall Semester.
- Submit bills, receipts, invoices to Extra-curricular staff.
- Ensure that all members have paid their dues.
- Maintain an accounting system to record all income and expenses.
- Deposit any funds into the Student Organization/LUMS Account, maintained at the Accounts Office.
- Overlook the following departments; Finance & Registrations and Security & Accommodations in order to ensure smooth and efficient working.

Article IV. Extended Council

Section 1: Composition

The Extended Council will comprise of the Junior Editor, two Conveners for CARMA and Directors of the various departments in the society.

Section 2: Descriptions of Jobs of Junior Editor, Conveners and Departments

- 1. Convenor:** Mega event convener will oversee the workings of all departments with relevant directors with regards to the execution of the LDS events and will give bi-monthly reports to the Executive Council.
- 2. Junior Editor:** The Junior Editor will oversee the publications department. The day-to-day tasks performed by junior editor involve a high level of technical expertise and attention to detail. Junior editor will be responsible for mastering finished products in time and archiving existing projects to ensure that sufficient resources exist to allow for new projects. The Junior Editor will ensure that the Editorial Board is not alienated from the rest of the society and participate actively in all other events throughout the year.
- 3. Editorial Board:** This department will comprise of sub editors who have demonstrated a serious interest in journalism or the written word. They will be responsible for writing articles about events happening at LUMS, as well as op-eds and other forms of creative expression. The goal of this department will be to provide students with a safe platform to express their views whilst bearing in mind ethical journalistic behavior. This department will develop, coordinate and supervise the writing, editing, designing, illustrating and conceptualizing of all publication material for the society on both print and electronic media. It will collaborate with the Department of IT in order to provide, upload and review all content for and on the LDS Website and ensure that the LDS newspaper is designed well in time.
- 4. Design and Coverage:** The Design and Coverage department is responsible for providing the LUMS Daily Student with media coverage on social media, of events organized under the society's ambit, as well of articles, pictures, videos and other media uploaded on the LDS website. This department is also responsible for publicizing various events which LDS hosts. The department will be responsible for the creation of content

(pictures, videos, teasers etc.) for all relevant events together with planning the ideas beforehand.

- 5. Marketing:** The Marketing department comprises of members who are responsible for negotiating deals with various organizations by giving them advertisement rights (and receiving funds from the organizations in return) on the LDS website as well as at any events of LDS. In particular, this department will coordinate with the LUMS Marketing Department. It will also hold meetings with the marketing department of the Target Company or agency while finalizing the terms of the Memorandum of Understanding. It will also create a link with the Finance Department for efficient completion of all sponsorship agreements and MOUs.
- 6. Logistics:** The logistics department will be responsible to fulfill all the logistical requirements of other departments. In particular, the department will handle procurement and reception of all materials required by all departments, ensure that all procurement indents are handled effectively and approved, manage auditorium well in advance, and assist the department of IT and Design printing of standees and posters.
- 7. Finance and Registrations:** The department will be responsible for keeping record of the society account and reimbursements of student expenditure. The department will prepare a list of institutes to be approached by LDS, ensure that emails are sent out to relevant institutions and that the emails are followed up with EP visits or that posters/flyers are emailed to them. This department will be responsible for correspondence with registered institutes prior to an event being conducted by LDS, handling phase wise registrations as well as registration fees in coordination with the treasurer, coordinating with relevant departments in order to address concerns put forward by delegates. The Registrations department will also work in liaison with the IT department in order to create a registrations portal, formulate a timeline which clearly demarcates the various stages of the registration process, ensure that all queries, questions or problems raised by delegates are dealt with effectively and efficiently, promptly follow up with ALL REGISTERED DELEGATES and ensure that they pay on time, and work closely with the Accommodations department in order to ensure that a helpdesk is set up in order to respond to queries of out- station delegates.

- 8. Journalism Events:** These include eight events which include Discover the Difference, Anchor IT, Snap It, Public Service Message, Print Pandemonium, Shootout, Investigative Journalism and Voice Box. Journalism events provide the basis for CARMA and the criteria on which teams will be judged. They aim to cover as many domains of the field of journalism as possible to give competing teams' first-hand experience of persons in the field including writers, analysts, reporters, and anchors.
- 9. Social Events (Socials):** The social events department will draft proposals for various social events taking place during the event, work closely with the LUMS Administration and the logistics department in order to select appropriate vendors, work closely the Logistics department in order to ensure that indents are raised well in advance.
- 10. Security & Accommodations:** The accommodations department for both male and female delegates will coordinate with the LUMS administration in order to provide delegates with suitable off-campus accommodation during the event, ensure that the accommodation provisioned meets adequate sanitary and safety standards, maintain an efficient and responsive helpdesk in order to respond to queries or concerns that delegates may have with regards to accommodation, coordinate with the LUMS administration and the logistics department in order to arrange for transport and maintain an accommodations database in liaison with the registrations department. The security side will create and implement a comprehensive security plan for the annual CARMA in order to ensure a safe environment for all delegates including the security policy, guidelines and contingency plans. It will also collaborate with the LUMS administration and external groups, for instance DHA security, if need be, to effectively address all risk assessments for the annual CARMA. In addition, it will coordinate with the LUMS Security Office regarding delegate identification and guest entry/exit in a timely fashion.
- 11. External Relations:** This department will develop a comprehensive plan to contact, invite and secure a wide range of diverse and important personalities as chief guests and special speakers for the LUMS Daily Student's flagship event, CARMA. It will also create a comprehensive plan including full itinerary details, transport and accommodation arrangements, and administrative details, in order to ensure proper protocol for each guest. In addition, the ER department will also develop, administer and maintain an External Relations database that must include a master contact list of both prospective and past guests.

12. Human Resource: This department will establish an efficient means of intra- society communication. It will also create ways of inculcating motivation and the core values of the society across all members, conduct and innovate methods of ice-breaking within the society, create and keep track of contact details of all members and make sure that attendance is sufficient at society meetings and training sessions.

Section 3: Eligibility Criteria

The eligibility criteria of the Extended Council is as follows:

1. All members of the Extended Council hold an equal position in terms of hierarchy.
2. They must be active, serving members of the LUMS Daily Student.
3. They should have experience of at least one year in the society.
4. Members of the Extended Council must only be members of the sophomore batch (Assistant Directorate) and the junior batch (Directorate, Junior Editor and Convener) in the upcoming academic year.

Article V. General Body

Section 1: Composition

The General Body shall comprise of Team Members. Team Members will assist the Assistant Directors and Assistant Directors will assist Directors.

Section 2: Eligibility Criteria

The eligibility criteria of the General Body are as follows:

1. The new General Body will be appointed by, overseen and supervised by the Extended Council at the beginning of the year.
2. The General Body will comprise of Team Members.
3. Members of the General Body must only be members of the freshman batch in the upcoming academic year.

ARTICLE VI. Appointment Procedures

Section 1: The outgoing EC will appoint the upcoming EC and Extended Council.

Section 2: The newly appointed Extended Council will, in turn, appoint Team Members in the upcoming academic year. This process will be approved by the EC.

Section 3: The EC will only intervene in appointment procedures if a member of the Extended Council submits a letter of resignation. Otherwise, all procedures regarding appointment of the new General Body will be overseen by Extended Council, and resignations and consequent appointments of members of the Extended Council will be overseen by EC.

Section 4: Resignations will have a two-week notice period during which the council member resigning will have to ensure that tasks under their jurisdiction are not left incomplete. This applies to **all members** of the LUMS Daily Student. However, exceptions to this are as follows:

- If a newly appointed EC member wants to switch or resign from their new role, they must inform the new EC within 2-3 days of the appointment so that the CCA approval and contact process is halted.
- The exit interview for such a resignation would be optional, however, the new EC will strongly advise in favour of it to incorporate feedback for their upcoming tenure.
- If a newly appointed Directorate member wants to switch or resign from their new role, they must inform the new EC within 2-3 days of the appointment and the EC will proceed accordingly

Section 5: All appointment procedures will unbiased and transparent.

ARTICLE VII. Patron

Section 1: The society shall operate under the guidance of the patron.

Section 2: The patron:

1. Will Be a member of the LUMS faculty,
2. Shall solely be the patron of LDS and no other society,
3. May direct the activities of the society as he/she deems fit and necessary,
4. Shall reserve the final say on any matter, including arbitrating on any matter of conflict that may arise with the EC, and vetoing any decision made by the EC.
5. May remove any member from any position as he/she deems if necessary.

ARTICLE VIII. Complaint Mechanism and Anti-Sexual Harassment Policy

Section 1: The society will have a formal mechanism for the filing of complaints against any office bearer. This involves reaching out via e-mail on the society helpline (the helpline may be used to send an email for the case of ensuring anonymity). It is as follows:

helplinedailystudent@outlook.com

Section 2: In case the helpline is not used, any grievance/complaint against any member in the society, provided that this member is not a member of the Executive Council, may be filed, via e-mail, with the Executive Council.

Section 3: In case the helpline is not used, any grievance/complaint against a member of the Executive Council, such that this member is not the President, may be filed, via e-mail, with the President.

Section 4: In case the helpline is not used, 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 the rest of the Executive Council.

Section 5: A complaint may be against actions including 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, cyber bullying, sexual harassment or any other offense that is deemed worthy of a complaint after communication with the Executive Council.

Section 6: Complaints filed for member misconduct shall be investigated in a timely manner (a minimum of a week and a maximum of two weeks or as per mutually agreed in the Executive Council), provided the complaint is not in bad faith. Misconduct of members will result in temporary or permanent suspension and will require a majority vote in the Executive Council. The investigation for sexual harassment cases would involve the formal mechanism outlined by the Student Council and the Sexual Harassment Inquiry Committee for which the Executive Council will communicate the matter to the CCA. Then the complainant will be asked to pursue

informally or formally with the Sexual Harassment Committee and will have full support from the LUMS Daily Student.

Section 7: In the event of a legitimate case and an approved decision from the Sexual Harassment Committee, the accused will be terminated from the society.

ARTICLE IX. Absence Policy

Section 1: It shall be mandatory for all members to attend all meetings.

Section 2: All members must provide prior notice and legitimate excuse of absence in the event of absence in a general body meeting. This notice should be provided to the General Secretary by the relevant Directorate member.

Section 3: In case of two consecutive failures to supply *legitimate* notification, the term for the concerned member shall be terminated immediately on the prerogative of the EC.

Section 4: Where a member of the EC is the one giving the notification of absence, legitimacy is accorded by unanimous agreement amongst the remainder of the EC.

Section 5: The inability to supply a legitimate excuse in two consecutive instances may be grounds for the immediate termination of term in office.

ARTICLE X. Impeachment

Section 1: A Director member may be laid off by the EC with simple majority approval of the EC, after verbal or written warning, and a probationary period.

Section 2: A Director may lay-off an Assistant Director of his/her department with simple majority approval of the EC after verbal or written warning, and a probationary period.

Section 3: The process of removal of a member of the Executive Council can be invoked only by a member of the EC, who should have at least one more EC vote in order to satisfy the condition of simple majority vote for impeachment.

Section 4: The initiation of the process specified in (3) shall lead to a voting process of the EC, where the EC member may be impeached by a simple majority vote of the aforementioned.

Section 5: All EC members hold one equal vote however, the vote of the President will be counted as two votes in order to ensure the simple majority rule.

ARTICLE XI. Procedure for Amendments

Section 1: This constitution has been written under the supervision of the Executive Council of the year 2016-2017 and amended by the Executive council of the year 2019 – 2020 and now has been amended by the Executive Council for 2020-2021. There needs to be a majority to initiate amendments for the constitution.

Section 2: All amendments will be passed **only if** they manage to establish a two-thirds majority vote within the EC.