

**‘The LUMS Data Science
Society’
CONSTITUTION 2020-21**



Article I: Name

The name of this organization shall be the “Data Science Society at Lahore University of Management Sciences”. In the rest of this document, it may be referred to as “the Society”.

Article II: Drive

Section 1

The purposes of this organization are:

- To provide a means whereby students interested in Data Science may associate with one another and exchange ideas relevant to their studies and occupational goals.
- To provide a means whereby tutorial assistance will be arranged for students in modules deemed relevant to a Data Science major.
- To provide a means whereby representatives of local and national Data Science organizations can be brought on campus for lectures and discussions of relevant developments in the discipline.
- To provide a means whereby career opportunities may be known to club members and the wider LUMS community.

Section 2

The activities for which this club is formed are:

- To hold workshops for society members which will cater to the skill-sets required to begin a career in the Data Science
- To foster a culture of proactive problem-solving and data-driven thinking
- To hold meetings of our membership at which time the members will become acquainted with one another’s interests.
- To maintain a corresponding relationship between the clubs’ officers and representatives of the various Computer Science, Business, Consulting, Finance, Public Policy and any associated industries and inviting representatives of these organizations to appear on campus as guest speakers.

Article III: Authority

Section 1

This organization is a recognized student organization at Lahore University of Management Sciences (LUMS) and adheres to all campus policies as set forth in the Office of Student Affairs (OSA) Policies & Procedures.

Section 2

This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 3

The general rules of procedure proffered by the OSA in terms of social and communal conduct shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Article IV: Membership

Section 1

Membership in the organization shall be open to all those regularly-enrolled Lahore University of Management Sciences students who are interested in membership. There shall be specific requirements for admission to regular membership based on the Executive Council-determined needs of the society and the discipline at each admission cycle. Each regular member has equal rights and privileges.

Section 2

Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, sex, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, sex, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 3

This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Members shall be required to attend at least **2** of the organization's regularly scheduled meetings per operating cycle.

Article V: Executive Council

Section 1

The officers of the organization shall be the following:

- President
- Vice President
- General Secretary/Editor-in-Chief
- Treasurer

Section 2

Powers and Duties of Officers:

- President: (a) should preside at most meetings of the Society and its executive board; (b) should be the Society's official representative; (c) should reserve room for meetings and any other events; (d) should secure parking permit for each speaker; (e) should approve membership applications with letter to students; (f) should coordinate revenue activities; (g) should solicit award donations; (h) should coordinate general announcements; (i) should oversee all activities of the club; (j) should conduct his duties with the utmost decorum keeping in mind the image of the Society; (k) should serve as a communicator between the student members and the faculty advisor; (l) should insure that a continuity file is updated for the semester (officer job descriptions with helpful information, contacts and phone numbers, etc.); (m) attend the inter- society meetings which are expected of all campus student society presidents; and (n) be the convener of the Flagship Hackathon; and (o) attend any student officer trainings organized by the OSA
- Vice-President: (a) should assist the President in performing presidential duties; (b) should perform all presidential duties in the absence of the President; (c) should ensure the execution of the responsibilities as listed in the constitution; (d) should strive to maintain harmony between the Society and all University organizations; (e) should assist in solicitation of award donations for the Society (from alumni, sponsors etc.); (f) should maintain relations with professional association meetings; (g) should jointly plan for every officer to attend at least one meeting of a professional association related to Data Science; (h) should email all Society members in regards to coming meetings and events on a weekly basis; and (i) attend all inter-society meetings.
- General Secretary/Editor-in-Chief: (a) should be the editor of the Society newsletter, should record the minutes of all general and board meetings, (b) should write a newsletter article(s) on any topic of interest, (c) should send email to all officers after each board meeting regarding topics discussed; (d) should observe and record member active participation for scholarship eligibility (meeting sign-in sheet, event attendance record, etc.); (e) should prepare current announcements for the meetings and events; (f) should coordinate printing of flyers, meeting announcements, and special events at least one week in advance; (g) should post the flyers for meetings and events on a weekly base; (h) should distribute flyers to all officers; (i) should maintain the list of email accounts of members to forward meeting announcements and other relevant campus activities.

- Treasurer: (a) should prepare and approve event budgets and financial statements each semester; (b) should approve and request all funding reimbursement checks; (c) should record and log all financial transactions; (d) should maintain copies of all expense receipts and income evidence (check copies, cash receipts, etc.); (e) should record and deposit, in a timely manner, all money collected; (f) should process awards transactioned by the OSA; (g) should submit a budget and financial statements to be published in the first and last newsletter of the semester, respectively.

Article VI: Directorate

Section 1

Composition of Directorate

- Director of Learning and Events
- Director of Marketing & Finance
- Director of Logistics
- Director of Design and Publications **Section**

2 – Duties and Responsibilities of Officers

- Director of Design & Publications: (a) should write a newsletter article(s) publicizing speakers and events; (b) should maintain and update website information, which involves working with the School of Business' IT Department; (c) should create, maintain, and update web design each semester, (d) should create, maintain, and update web page discussion board, (e) should post current picture of each officer on web page each semester; (f) should coordinate week and other activities to promote the Society and recruit new members; (g) should coordinate member activities of a social nature, at least one event per semester; (h) should maintain current membership list; (i) should write a newsletter article(s) regarding membership; and (j) design flyers, brochures, logo.
- Director of Learning & Events: (a) should work with the President to identify, cultivate, and solicit event sponsors, honorees, and committee prospects; (b) should plan and implement social and professional events for members to partake; (c) conduct design and execution of “workshop lectures”, “Guest Speaker” sessions, “Tests and Quizzes”, “Learning Events”, “Data Hackathon”, “Learning Trips”, any curricular or extra-curricular projects initiated by the Data Science Society; (d) should work with President and Event Coordinators to coordinate the annual flagship event; (e) should maintain relations with professional association meetings; (f) should jointly plan for every officer to attend at least one meeting of a professional association related to Data Science; (g) should jointly organize a panel of speakers from these associations to coordinate with President for speaking engagements; (h) should each write a newsletter article giving brief highlights of their activities.
- Director of Logistics: (a) should work with the Learning Department to organize workshops and ensure printing of material; (b) will be responsible for auditorium bookings and vendor dealings as per communication with OSA; (c) should coordinate with Finance and Marketing for vendor dealings and aid smooth delivery of required materials; (d) should make logistical plan and requirements for the Data Hackathon's sub-events;
- Director of Marketing and Finance: (a) should strive to develop corporate relations for sponsorships; (b) inform Treasurer of budget requirements and make costing plans for the

workshops, guest speaker sessions and Data Hackathon event; (c) formulate marketing proposals for presentations in meetings; (d) should keep the Executive Council posted with regards to finance needs; (e) should be working to form a network for possible career opportunities in Data Science for the society students; (f) should make proposals to garner clients to work on real-life projects for enhanced learning;

- e. All Officers: (a) should maintain communications with President regarding any written correspondence from Society; (b) should write at least one article for the monthly Society newsletter; (c) should recruit new members; (d) should make classroom announcements; (e) should promote the Society and its events, which include but are not limited to “Mock Interviews”, “Teacher Trainings”, “Flagship Event”.

Section 3

To be eligible for and to hold office, candidates must meet the requirements of LUMS’ policy on minimum academic qualifications for student office holders for major and minor student officers or representatives.

Article VI: Selection of Officers

Section 1

All Officers are selected annually before the start of the Fall Semester (or towards end of Spring Semester)

Section 2

Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office. The nominations will be accompanied by filled applications as well as background and character checks (recommended) through communication with OSA by the outgoing Executive Council.

Section 3

Officers shall be elected by majority vote between the Executive Council. If no candidate receives a majority vote, a runoff vote shall be held between the two candidates receiving the majority votes. In the event of a tie, there shall be a revote. In the event of a second tie, the President’s vote shall count as the tie-breaker.

Section 4

Officers shall assume office on the first day of the semester following the election and shall serve for an annual length of term of office.

Section 5

Officers may be recalled from office for cause. To initiate a recall election, a petition signed by the majority of voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 7

If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

Article VII Meetings

Section 1

- Regular meetings shall be scheduled weekly during the academic year.
- Special meetings may be called by the President or a majority of the Executive Council.

Section 2

Members must be given a minimum of **24** hours' notice prior to the meeting time.

Section 3

Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership.

Section 4

Voting members must be present to vote. Absentee or proxy voting is not permitted.

Section 5

In order to vote, a member must be in good standing as set forth in the Office of Student Affairs Policies & Procedures.

Section 6

Only current Data Science Society members can nominate and vote for candidates.

Article VIII Patron(s)

Section 1

The organization shall appoint an individual employed as a faculty or staff member by Lahore University of Management Sciences to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the policies as set forth in the Office of Student Affairs Policies & Procedures. Advisors shall serve on an academic year basis or until their successor has been selected.

Article IX Executive Council

Section 1

The Executive Council shall consist of the elected/appointed officers. The members should be either Junior or Seniors. Executive Council members may not hold any other position in another society, particularly where goals and targets conflict. However, exceptions can be made:

- 1) The role in the other society is deemed to be a less important one and the outgoing Executive Council is convinced of the capabilities and dedication of the potential candidate.
- 2) The Executive Council wishes to appoint a member and the decision is reached via a simple majority.

Section 2

The Executive Council shall largely meet every other week during the academic year. Special meetings may be called by the President or most of the Executive Council. All members must be given at least **48** hours' notice of the meeting. A quorum shall consist of most of the Executive Council members.

Section 3

The Executive Council shall have general supervision of the affairs of the organization between meetings and is authorized to act when action must be taken prior to the next meeting.

Section 4

The Executive Council shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Council may be rescinded or modified by the membership by a majority vote.

Section 5

The Executive Council is the sole student authority enabled to make decisions for and on behalf of the society, provided that these decisions are made in good faith.

Section 6

The Executive Council shall decide when to schedule interviews or any such selection process for any posts within the Data Science Society.

Section 7

The Executive Council shall, collectively and individually, ensure the upholding of this constitution.

Section 8

If the constitution is silent on a matter, the Executive Council must respond to any given issue based on precedent; in case no precedent is available, the Executive Council must make the decision judging the situation to the best of their ability.

Section 9

All members of the Executive Council must conduct themselves as role models for the remaining members of and must present themselves in a manner representative of the values of Data Science Society, including, but not limited to, the qualities of honesty, integrity, justice, discipline, professionalism and approachability.

Section 10

Should any member of the Executive Council be absent for a period of more than seven days on account of academic reasons, ill-health, family reasons (including, but not limited to a marriage or death in the family) or representing Data Science Society or LUMS on an international forum, he/she may appoint any other member in the Executive Council, in advance, to oversee his/her duties, for the period of absence. If no such prior appointment is done, then the President may make the appointment on their behalf.

Article X: Ad Hoc Committees Section 1

The organization shall have the following standing committees (as needs arise): Membership, Fund Raising, Program, Social, Bylaws, Nominations, Finance, Public Relations, etc.

(Duties of specific committees to be added as an emendation to the Constitution as any new committee is formed*)

Section 2

The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 3

The President shall appoint the chairpersons and members of all committees

Article XI: Finances

Section 1

This organization can assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting

Section 2

Members who have not submitted special assessments by the due date shall be considered as not being in good standing and shall be liable to lose membership privileges

Section 3

The Executive Council shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Council is authorized to approve expenditures as voted upon in quorum.

Article XII: Discipline of members

Section 1

A member of the Executive Council may be removed by either the Patron or a vote of no-confidence unanimously passed by the other members of the Executive Council, if that member partakes in any of the following: a) Undermining this constitution; b) Undermining the internal working of the Data Science Society; c) Consistently failing to discharge his/her duties; d) Consistently failing to attend Executive Council meetings; e) Failing to follow the core values of Data Science Society including, but not limited to, honesty, integrity, professionalism, discipline, meritocracy, justice and equality; f) Not following through any Policies laid out in the LUMS Student Handbook including but not limited to misconduct.

Section 2

In the event of a sexual-harassment charge against a society member (also includes Executive Council member), the matter will be conveyed to the Executive Council who will forward it to the Office of Student Affairs who will in turn forward it to the Sexual Harassment Committee (SHC). The complainant will then follow the informal or formal process outlined by the SHC. The Executive Council will do its best to assist the investigation.

Once an approved decision is made in the event of a legitimate charge, the accused will be terminated/suspended from the society while keeping the Patron and OSA in the loop regarding the decision

Section 4

The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 5

By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

Article XIII: Amendments**Section 1**

Proposed amendments to these by laws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon

Section 2

Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3

A copy of any amendments to these bylaws must be submitted to the Office of Student Affairs at Lahore University of Management Sciences within two weeks after adoption.

Section 4

This Constitution may be amended by two-thirds vote of the Society's Executive Council for a limited number of times throughout the year. The exact number will be decided in the opening meetings in consultation with OSA. A general rule of thumb would be no more than three amendments which may be initiated during an regular scheduled meeting of the Executive Council.

