



**CONSTITUTION
OF THE
LUMS ENTREPRENEURIAL
SOCIETY**

PREAMBLE

We, the undergraduate students of Lahore University of Management Sciences (LUMS), understand the importance of enterprise & business. We believe in promoting the culture of entrepreneurship amongst the student population of LUMS & beyond.

To this end, we hereby effect the creation of student society, under the rules & regulations prescribed down by the Office of Student Affairs, LUMS, with the aim to foster the spirit of entrepreneurship and provide a platform for students to develop & pitch their skills on.

ARTICLE I: PRELIMINARY

1. **Name:** The name of the society shall be '**LUMS Entrepreneurial Society**' and shall employ the acronym '**LES**' for the purposes of publicity & common use and will be referred to as 'the Society' here onwards.
2. **Purpose:** The society shall strive to promote the spirit of entrepreneurship and business amongst the student populace of LUMS, and beyond. It shall provide exposure & platform for students to practice & develop their entrepreneurial skills both at national & international level.
3. **Scope:** The scope of the society shall include conduct & participation in all entrepreneurship & ancillary activities which contribute to the entrepreneurial ecosystem including but not limited to, *Practical Entrepreneurship, Social Entrepreneurship, Business Idea Competitions, Business Case Study Competitions, Leadership Research Papers & CaseStudy Development, Client Engagement Activities, Business Marketing Competitions and Leadership Development Opportunities.*
4. The society will not discriminate on the basis of race, religion, national origin, gender, age or disability.
5. All changes to this constitution must be done through the LES Constitution Review Committee and should be approved by the Office of Student Affairs, hereafter referred to as by its acronym, 'OSA'.
6. The society constitution should hold an official stamp, testifying the approval of the OSA, *and must be signed by Society Patron.*

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 and Spring 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: Applications:**
 - 4.1.1. After the orientation session, applications will be invited for the membership of the society.
 - 4.1.2. The applications will judge and shortlist the student body on entrepreneurial spirit, required expertise and commitment.
 - 4.2. **Stage II: Interviews:** Candidates shortlisted on the basis of the criteria Stage I will be called for interviews. Interviews will gauge candidates according to criteria outlined in 4.1.2.
 - 4.3. **Stage III:** Directors for each department will select managers from the General Member Body, based upon departmental needs as determined by the constitution, in consultation with the Steering Committee.
5. At the end of the year, the General Body and the Executive Council shall automatically stand dissolved.

The Executive Council will constitute the Directorate and the Projectboard.

ARTICLE III: CODE OF CONDUCT

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

1.1. **Honesty** in all dealings with others, as the 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 ideal of quality as a virtue.

1.5. **Commitment** in demonstrating obligation towards society's vision, decisions & promotion.

1.6. **Accountability** of all the actions of its members and adherence to the values.

1.7 **Inclusion** of its members in decision making and bringing together a diverse group of people.

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.

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

2.6. Acts of bullying, discriminating against anyone on the basis of gender, background or identity, and harassment including physical, verbal and sexual are highly discouraged and condemned and no member should indulge in such acts.

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

3.1. Any member found bullying will either be suspended or expelled from the society.

3.2. Any member accused of sexual harassment will go through informal inquiry with the Sexual Harassment Committee in case the accuser does not file a formal complaint with the Committee.

3.3. If, after the decision from the committee, action is required, then, with the involvement of the patron, the accused member will be expelled from the society.

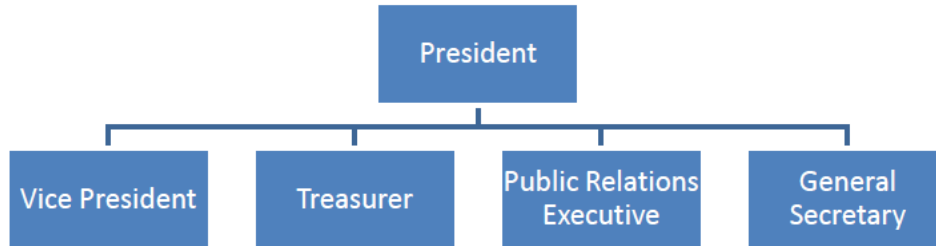
3.4. If a member behaves inappropriately or harasses someone physically or verbally, the member shall face repercussions including but, not limited to, suspension, demotion or expulsion from society.

3.5. Abuse of power will be dealt strictly and any member found guilty of it will face repercussions including, but not limited to, suspension, demotion or expulsion from society.

3.6. Any member found committing any act that violates the code of conduct principle will face repercussions including, but not limited to, suspension, demotion or expulsion from society.

ARTICLE IV: THE STEERING COMMITTEE

1. There shall be a steering committee which shall consist of the five (5) members, namely the **President, Vice-President, Public Relations Executive, Treasurer** and the **General Secretary**. The hierarchy of the steering committee can be understood by the following:



2. **Power of the Steering Committee:** The Steering Committee, hereafter referred to by its acronym 'SC', shall exercise the following rights:

2.1. The SC shall have the right to amend the constitution given that the amendment has the support of a majority* of the Executive Council.

*Majority refers to at least 51% of the Executive Council

2.2. To exercise the said powers, all five members of the SC shall be unanimous in their opinion and verdict.

3. **President:** There shall be a President of LES who shall be the Head of the society and along with remaining members of SC, shall represent the unity of the Society.

3.1. The President shall be the person responsible for all activities carried under the umbrella of the said Society.

3.2. **Duties of Steering Committee in relation to President:** It shall be the duty of the Steering Committee:

3.2.1. To communicate to the President all decisions of the Executive Council relating to the administration of the affairs of the Society;

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3.2.2. 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

3.2.3. If the President so requires, to submit for the consideration of the Executive Council any matter on which a decision has been taken by the Vice-President or the General Secretary, but which has not been considered by the Executive Council.

3.3. Duties of President: The President shall:

3.3.1. Sign every official document for the society and get it approved from the Patron before submitting it to the extracurricular office.

3.3.2 Represent the society in the Board of Presidents and serve as the spokesperson for the society.

3.3.3 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, any other faculty member on request, and one individual from extracurricular office) should relieve that member of his/her duties.

3.3.4 The President must be aware of all University procedures related to the Society programs and make sure to follow them as well.

3.3.5. Lead the task of conflict resolution between the SC. Therefore, the President must have a clear understanding of the specific domains of each SC member and be expected to direct them in the case of a conflict.

3.3.6. Be the principal criteria developer for any representation. The President must prepare, obtain the approval of the SC members, and ensure that the criteria is understood by the applicants. It is mandatory for the President to obtain approval on the criteria from the SC before proceeding.

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3.3.7. Promote the spirit of entrepreneurship and actively seek to enhance the society's contribution in the global entrepreneurship ecosystem.

3.3.8. Ensure representation of the society on national and international platforms.

3.3.9. Represent the society in front of all external parties and obtain necessary feedback from all external stakeholders regarding the society's activities.

3.3.10. Be the principal accountability officer and is expected to intervene in any procedure or activity within the society, where he/she feels that University procedures are not being followed or the values of the society are being compromised.

3.3.11. Perform other duties as decided by the SC.

4. Vice-President: There shall be a Vice-President, hereafter referred to as 'VP' of the Society who will act as a Deputy to the President and act in her aid for the objectives and purposes defined as above.

4.1. Duties of the Vice President: The VP:

4.1.1. Shall be the principal planning and policy designing officer. The Vice President is required to actively plan all events / workshops / programs that the projects and the departments wish to conduct during the tenure. For the execution of the event, the Vice President must refer the Executive Council to the General Secretary.

4.1.2. Directs and keeps a record of meetings and performance of the activities designed under his/her supervision.

4.1.3. Conducts frequent performance evaluations of the activities designed under his/her supervision. The Vice President is expected to evaluate the entire activity as a whole.

4.1.4. Shall aid the project / department heads in their meetings or any other area where they would need help in relation to the activities designed under his/her supervision.

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However, where there is a need for external representation, the Vice President must refer to the President to be the chief point of contact for external representation.

4.1.5. Push and motivate the society towards innovative plans and efficient execution.

4.1.6. The Vice President shall act as the President in the latter's absence.

4.1.7. Perform other duties as decided by the SC.

5. Public Relations Executive: There shall be a public relations executive of LES, who shall be responsible for all external and internal relations for the society.

5.1. Duties of Public Relations Executive: The Public Relations Executive shall:

5.1.1. Schedule timely General Body/Executive Council/Steering Committee meetings to keep the society motivated and up to date with society's agenda for the future.

5.1.2. Be responsible to create and maintain the culture of LES

5.1.3. Engage the general student body on behalf of LES and serve as the society's chief recognition and appreciation coordinator.

5.1.4. Disseminate information/decisions made by the society to all the executive/general council members of the society.

5.1.5. Supervise efforts of the Executive Council in shortlisting activities for national and international representation and affiliations. Aid the Executive Council in finalizing the negotiations.

5.1.6. Be the principal execution officer of the criteria approved by the SC and must ensure a fair and impartial selection process for any representation.

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5.1.7. Maintains a directory of LES contacts (national / international / organizations / individual).

5.1.8. Work closely with projects and departments to introduce ice-breaking activities/events/trips/dinners for society members.

5.1.9. Take a proactive approach to conflicts within the society.

5.1.10. Lead the conflict resolution within the society. However, in case the involved parties indicate preference towards some other SC member(s), then it is mandatory for the Public Relations Executive to involve those particular SC member(s) in the process.

5.1.11. Lead the designing and implementation of coordination and communication methods to be used within the society. Also design procedures to formalize inter-society coordination.

5.1.12. Schedule weekly meetings with departments and projects to evaluate the effectiveness of coordination methods being used within the society.

5.1.13 Conduct performance evaluations of the individual members of the executive and general council with frequent performance reviews and evaluations.

5.1.14. Ensure fair and impartial selection for any external participation of the society. The Public Relations Executive must come up with the procedure, however, the procedure must be approved by the majority of the SC to proceed forward.

5.1.15. Perform other duties as decided by the SC.

6. Treasurer: There shall be a Treasurer of LES, who shall look over the finances of the society.

6.1. Duties of Treasurer: The Treasurer shall:

6.1.1. Be familiar with accounting procedures and policies

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- 6.1.2. Serve as the primary signatory on financial accounts and all budget approvals for any activities.
- 6.1.3. Maintain a financial history of cash in-flows and out-flows
- 6.1.4. Assign and collect loans to and from other societies; authorize loans to other societies as per *Loan Policy '20.
- 6.1.5. Supervise the efforts of the Marketing department to secure sponsorships; maintains record of all promised sponsorships and attend follow-up meetings with the potential sponsors when/if needed; review sponsorships presentations.
- 6.1.6. Work with projects and departments to allocate the financial resources to all projects and departments; advise executive council members on financial matters (i.e. indents, costing, vendors, ticket selling procedures, registration processes).
- 6.1.7. Ensure pending/cancelled PRs, sponsorship cheques are processed timely with the CCA /Accounts/Finance office with the help of relevant department
- 6.1.8. Enquire about the account balance from time to time and keep an account of any discrepancies so that they may be sorted at the earliest; frequently visit the CCA/Finance department if/when needed
- 6.1.9. Be the chief financial planning officer for the society to supervise all budget and forecasts preparations and review all assumptions (if any) used to prepare the forecasts.
- 6.1.10. Ensure a virtual check on inventory and maintain a detailed digital record of the inventory. The Treasurer may request the General Secretary for an updated physical count if he/she deems it necessary
- 6.1.11. Perform other duties as decided by the SC.

*Loan Policy '20:

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- All loans up to PKR 75,000 can be provided to any society at the discretion of the Treasurer, but the SC must be informed of the decision prior to the approval of the loan.
- All loans exceeding PKR 75,000 but up to PKR 150,000 can be provided to any society at the discretion of the Treasurer. However, the Treasurer is required to take input from other SC members before making his/her decision.
- All loans exceeding PKR 150,000 require a majority vote from the Steering Committee.
- If the current outstanding loans exceed PKR 250,000 then all further loans require a unanimous approval from the Steering Committee.
- It is mandatory for all loans to have a repayment date communicated to LES via email.

7. General Secretary: There shall be a General Secretary of LES, 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.

7.1. Duties of General Secretary: The GS shall:

- 7.1.1. Develop a close relationship with the CCA office and aid EC members while addressing society matters to it
- 7.1.2. Make a note of the agenda of all meetings and communicate to the CCA office timely
- 7.1.3. Maintains organizational records and keeps a check on the physical inventory of the society
- 7.1.4. Maintains membership directory of both executive and general council for the current year
- 7.1.5. Demonstrate an awareness of the domains of all departments within LES, YLES and other ventures of the society and the respective communication of these to the office bearers.

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7.1.6. Collect and analyze the feedback received by CCA and present the findings to the Steering Committee.

7.1.7. Performs other duties as decided by the SC.

ARTICLE V: PROJECTBOARD

The purpose of the Project Board is to ensure a separation of functional & planning functions for different projects of the society. For a diagrammatic structure of the society, refer to Schedule I.

1. There shall be a Project Board which shall consist of Project Heads as members, namely the **Heads of Young Leaders & Entrepreneurs Summit (YLES)**, **Heads of Innovations**, **Heads of Initiate**, and **Heads of Social Outreach Program (SOP)**.
2. The Project Heads shall rank equal in seniority to the directorate of the Executive Council.
3. The Project Heads shall directly head core teams, who will assist them in managing Project affairs.
4. **Duties of Project Heads:** The Project Heads shall:
 - 4.1. Lead their Projects, in consultation with SC
 - 4.2. Be responsible for planning & executing project plans
 - 4.3. Determine Project needs and intimate tasks to the Departments
 - 4.4. Work alongside the directorate for their respective projects in consultation with SC.
5. **Duties of EC in relation to Project Heads:** It is imperative upon the EC to ensure that:
 - 5.1. All departments should serve every project according to their (project) needs
 - 5.2. Each departments' performance is responsibility of their respective directors
 - 5.3. Every director shall allocate its managers to different projects who shall sit through the projects' meetings as part of their team.
 - 5.4. Receive guidelines from Project Heads and will then delegate the duties to their team members.

6. Duties of Project Heads for Young Leaders & Entrepreneurs Summit (YLES):

- 6.1. Provide school and college students with an experience that instils values of confidence, growth and resilience.
- 6.2. Carry out the flagship event, YLES, (including both academic rounds and socials) with collaboration of all the departments and projects.
- 6.3. Organize workshops which are linked to the conference and are focused on skills which might prove useful during event rounds.
- 6.4. Responsible for conducting a round/session in LEB, by collaborating with Innovations' Project heads.
- 6.5. Collaborate with other Projects and Departments to carry out speaker sessions for the GB and the LUMS community as well.
- 6.6. Focus on skill-building and development of YLES participants even after the conference.
- 6.7. Maintain good relations with all external partners which include sponsors, judges, guest speakers etc.
- 6.8. Assist all projects and departments wherever their expertise is needed

7. Duties of Project Heads for Innovations:

- 7.1. Conduct various skill building workshops, talks, and events for the society members as well as for external university students and graduates.
- 7.2. Organize the Induction Day which will focus on making incoming manager more comfortable with other society members through multiple game/ice-breaking sessions/fun activities
- 7.3. Hold the HULT Prize at LUMS after organizing a preparatory workshop for participants from within the General Body as well
- 7.4. Conduct the LUMS Entrepreneurship Bootcamp after collaborating with all relevant projects and departments.

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7.5. Collaborate with other Projects and Departments to carry out speaker sessions for the GB and the LUMS community as well.

7.6. Help shortlist external competitions which equip all society members and participating delegates with knowledge, exposure and the ability to meet deadlines

8. Duties of Project Heads for Initiate:

8.1. Facilitate multiple start-ups and either help them get incubated or make them self-sustainable.

8.2. Target established businesses from all over Pakistan who are looking with assistance for specific problems.

8.3. Workshops and training specific to start-ups shall be conducted throughout the year.

8.4. Responsible for the Idea Den round and the Networking Night during YLES.

8.5. Share their expertise during other LES events and activities as well.

8.6. Maintain good relations with all incubators and accelerators who get on board for LES's events and workshops.

9. Duties of Project Heads for Social Outreach Program (SOP):

9.1. Conduct Shaur internship with the aim to empower and inspire young minds through exposure to the infinite possibilities of the entrepreneurial world.

9.2. Conduct workshops in schools in an underprivileged area of Lahore to teach those kids about entrepreneurship and empathy.

9.3. Hold SOP Chapter for the kids that are taught in the weekly workshops.

9.4. Work towards marginalized communities, helping them with skills development and focusing on social entrepreneurship.

9.5. Reach out to communities mainly by conducting workshops.

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9.6. Promote social entrepreneurship by supporting new social enterprises and helping them with networking, incubation, encouragement, and business advice.

9.7. Collaborate with other LES projects and departments for initiatives linked to social entrepreneurship.

ARTICLE VI: DIRECTORATE

1. There shall be nine (9) 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 Directors & Assistant Directors of each department shall constitute the executive council.
3. The Functional departments shall be referred to as **Finance & Registrations, Marketing & Corporate Relations, Events, Operations, Human Resource, External Relations & Affiliations Promotions & Publications, Media & Creativity** and **IT & Automation**.
4. The Departments shall unequivocally assist all project heads in discharge of their functions, as defined in duties in Article IV 7-13.
5. The departments shall induct functional members, of a number determined by the Steering Committee, hereby referred to as '**Managers**'.
6. The assignment of duties to the managers will be the domain of the relevant Department Director. However, the SC shall be informed of any allocation made by the Department Directors.
7. **Duties of Finance and Registrations Department:** The Finance Department shall:
 - 7.1. Be responsible for making budgets, maintaining accounts & annual statements for overall annual expenditure & income.
 - 7.2. Prepare separate budgets for the projects and update them as per the project requirements.
 - 7.3. Maintain records of financial transactions and tabulate resource inflows and outflows to the society.
 - 7.4. Coordinate all Cash Reimbursements for society members with the Accounts Department through the Office of Student Affairs.
 - 7.5. Assess and comment on the financial feasibility of proposed projects and their events, as well as use forecasting methods to analyze the financial side of events held.

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7.6. Coordinate with the Accounts Office, LUMS for any society needs.

7.7. Act as the first point of contact for the participants of any events conducted by LES, handle all the registrations, payments and documents from the participants' side.

8. Duties of Marketing and Corporate Relations Department: The Marketing and Corporate Relations Department shall:

8.1. Be responsible for raising external funds as designated in the budgets by SC, for all LES projects and events.

8.2. Be expected to meet project needs and provide relevant sponsorships in view of the branding opportunities.

8.3. Ensure that sufficient areas of the market are covered by the marketing team for any LES initiative.

8.4. Be responsible for any coordination with LUMS Marketing Department.

8.5. Ensure implementation of MOUs in the most efficient and timely manner, while catering to the demands of the client as well and keep in touch with them for any future sponsorships.

8.6. Be responsible for the generation of invoices in a timely manner.

9. Duties of Events Department: The Events Department shall:

9.1. Plan all events including, but not limited to, LES Intra-LUMS events and year- round events specific to the different LES projects.

9.2. Design all business and social events for the society, along with Project Heads and assist them in organizing and execution.

9.3. Ensure that the structure and design of the events is consistent with the society's framework & University Regulations.

9.4. Be responsible for any decor for events held and promote innovation in all content for rounds created.

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10. Duties of Operations Department: The Operations Department is:

10.1. Responsible for providing logistical support which involves, but is not limited to, transport, accommodation, security and printing for all LES projects.

10.2. Expected to deal with all procurement related issues including, but not limited to, indenting, raising POs/PRs, vendor coordination and other related issues.

10.3. Responsible for inventory management for the society and tracking of physical assets of the society.

10.4. This department shall act as the principal coordinator between LUMS Administration and LES under the guidance of the General Secretary/Vice President.

10.5. Be responsible for getting the event approval forms filled at OSA.

11. Duties of External Relations and Affiliations Department: The Communications Department shall:

11.1. Portraying a positive & professional image of LES to any outside entity(s) that includes, but is not limited to, corporations, individual personalities, and Non-Governmental Organizations. As well as taking initiatives to increase LES's brand image and value with outside entities and bodies.

11.2. Taking initiatives to ensure that a strong bond is forged between LES and outside entities, and LES alumni.

11.3. Be responsible for linking up the society with the developments on the local and the international circuit.

11.4. Be responsible for all coordination (liaison and protocol) with guests, judges and speakers and fulfilling the external relation requirements for all projects and events.

11.5. Be responsible for assigning an ESN Coordinator(s) to Entrepreneurship Support Network.

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11.6. Taking initiatives to further the mission of LES, by trying to bring national focus to the realm of entrepreneurship and promoting its prevalence in the country.

11.7. Representing LES in relation to agreements, initiatives, and collaborations between LES and other entities. Ensuring LES's goals and visions are being communicated to outside entities.

12. Duties of Promotions & Publications Department: The Promotions & Publications Department shall:

12.1. Publicize LES and her events across the length and breadth of the target region.

12.2. Manage both external and internal promotion of all activities of LES to ensure maximum awareness inducing optimal participation.

12.3. Be required to creatively design and plan campaigns and assume responsibility for proper positioning, distribution and display of all required promotion material while collaborating with Media & Creativity where needed.

12.4. Handling social media pages such as Facebook, Instagram, LinkedIn, etc. for the society and the projects.

13. Duties of Media & Creativity Department: The Media & Creativity Department shall:

13.1. Be responsible for all presentations, videos, brochures, posters, standees and all other multimedia design of promotional materials.

13.2. Be responsible for editing and designing specific requirements of the society and its projects.

13.3. Be responsible for taking a picture of each LES member to use in any formal proceedings on behalf of the society as well as taking a General Body Photo for each year.

13.4. Take initiatives to increase LES's online/digital presence by videography.

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13.5. Be responsible for any photos and videos taken and cover any LES events to happen.

14. Duties of Human Resource Department: The Human Resource Department shall:

14.1. Provide all a database for all the human resource of the society

14.2. Be responsible for coordinating and assigning duties (moderations) to the managers according to their availability for the events

14.3. Be responsible for all the society outings, gatherings. Responsible for communication between departments and projects and increasing involvement for each member. Maintain coordination between all the departments, and ensure an integrated environment in the society.

14.4. Be responsible for keeping an updated database and send emails, messages and ensure strong communications

14.5. Oversee and organise recruitment, interview scheduling, and hiring process for the various departments of the society.

14.6. Conduct general body meetings and plan team-building activities

14.7. Make spreadsheets and (Google) forms for various occasions/projects, and handle the related data

14.8. Manage members' communication and feedback through avenues such as feedback forms/members' satisfaction survey

14.9. Manage and accompany any international delegates during YLES.

14.10. Manage, lead, and evaluate training programs or workshops

15. Duties of the IT Department: The IT Department shall:

15.1. Be responsible for the development and maintenance of LES and project websites and Applications.

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15.2. Be responsible for improving/automating the application process for recruitment, promotions and other processes within LES.

15.3. Be responsible for improving/ updating models and simulations used in YLES, LEB or other events hosted by LES.

15.4. Be responsible for teaching tech-skills to the departments (Microsoft Excel, Photoshop, Canva etc.).

15.5. Be responsible for conducting Tech-awareness (Internet of Things, Artificial Intelligence) workshops/seminars.

15.6. Be responsible for automating departmental functions or creating society-wide databases and communication models when required.

15.7. Be responsible for working with HR to organize games and team bonding activities online.

ARTICLE VII: ENTREPRENEURSHIP SUPPORT NETWORK

1. There shall be a body hereafter known as '**Entrepreneurship Support Network**' or referred to by its acronym '**ESN**', whose aim shall be to develop, nurture, pitch, support & translate into reality entrepreneurial ideas proposed by students.
2. The President of the society shall act as the **Convener, ESN** of the body, while the Patron of Society shall act as the **Chair, ESN** and will be assisted by the **Coordinator ESN**, who shall be a full-time officer from the society.
3. The body shall consist of members, of no particular number, who have experience in entrepreneurial ventures, summits or competitions.
4. The appointment of the members will be sole discretion of the LES Steering Committee.
5. The body shall convene, and divide amongst itself the responsibilities of mentoring student ideas for subsequent placement at competitions and actual launch. They Shall advise the students on operational, financial, marketing, and any other aspect deemed fit by them.
6. **The Coordinator ESN** shall have responsibilities including, but not limited to, finding appropriate platforms i.e. competitions & summits, both at national & international levels, coordinating on behalf of LES with societies/universities organizing such events, facilitating the pitching of plans.
7. ESN shall assist, upon its discretion, the society whenever & wherever its help is required.

ARTICLE VIII: 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, Project Board or the Steering Committee.

1. The evaluation for succession to the Executive Council, Project Board or the Steering Committee will follow a two-stage approach: The Interviews and the Annual Evaluations.
2. The promotion will be based on performance, yearly evaluations and Interview.
3. **Evaluations:** There shall be a form duly approved by Steering Committee, which will be hereafter referred to as '**Evaluation**'. The Evaluation will be:
 - 3.1. Conducted throughout the year.
 - 3.2. Structured by the Steering Committee.
 - 3.3. Evaluation shall be based upon the following characteristics: Leadership skills, Commitment, Results, Teamwork and Experience.
 - 3.4. Evaluations shall use a forced-ranking' method, whereby each member will be assigned a rank with regards to his co-workers.
 - 3.5. The General Secretary shall maintain a comprehensive record of all evaluations, and it will be his responsibility to ensure all recommendations are filled.
 - 3.6. The evaluation will be a confidential document and will be available for perusal of the person concerned only. The Steering Committee however will have access to the evaluation form.
4. **Interviews:** The society shall employ comprehensive interviews as a mechanism for succession planning.

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4.1. The interview committee shall comprise the Steering Committee.

4.2. The interviews will be conducted at the end of spring semester of each academic year.

4.3. The final decision will be arrived at by consensus of the committee members.

4.4. The interview evaluation will also include the plan presented by the applicants for at least the Steering Committee.

5. **Experience:** Experience to be required for the posts of Director & Project Head is 1 year and for the Steering Committee it stands at 2 years.

Director: must have 1 year of experience within LES.

Project Head: must be a junior with at least 2 years of experience within LES.

Steering Committee: Must be a senior with at least 2 years of experience within LES.

ARTICLE IX: CONFLICT RESOLUTION

1. Conflicts in Member Evaluations: In case of a disagreement by member over his evaluation, the matter shall be referred to the Public Relations Executive (PRE) LES. The subsequent remedies shall apply in the order mentioned below:

1.1. An 'Arbitration Committee' (AC) led by the PRE, consisting of other SC Members will be set up. The AC would thereafter call both parties to present their arguments separately.

1.2. Based upon the arguments and the alternate evaluation filled in by the concerned SC member, the committee shall come to a conclusion, in no more than 7 days of the filing of the referral. The decision shall be binding on both parties.

1.3. The PRE shall be responsible for subsequent implementation of the decision.

2. Conflicts between Director & Manager, Project Head, Director & Asst. Director: In case of a conflict between the aforesaid parties (hereafter referred to as '*conflicting parties*'), the remedies shall be exercised in the order mentioned below:

2.1. The *conflicting parties* will abide by LES Code of Conduct & will make every possible effort to resolve the conflict through mutual dialogue & shared responsibility.

2.2. If they fail to resolve the conflict within themselves, they will call upon the Steering Committee (SC) to resolve the dispute. Thereafter:

2.3. The SC session, presided over by the PRE, shall call upon each party separately and listen to arguments presented by each side.

2.4. The SC shall try thereafter to arrive at a solution that is acceptable to the *conflicting parties* concerned.

2.5. If such is not possible, the SC will call upon a hearing in presence of both *conflicting parties* and declare a verdict, not later than 7 days from the filing of original complaint, binding on both conflicting parties.

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2.6. The SC reserves the right to take punitive action which includes, but not limited to, suspension of membership, barring from holding office etc. If it feels that a serious violation of LES code of conduct has taken place against any of the *conflicting parties*.

3. Conflicts between SC Member & Director or Project Head: In case of a conflict between the aforesaid parties (hereafter referred to as '*conflicting parties*'), the remedies shall be exercised in the order mentioned below:

3.1. The *conflicting parties* will abide by LES Code of Conduct & will make every possible effort to resolve the conflict through mutual dialogue & shared responsibility.

3.2. If they fail to resolve the conflict within themselves, they will call upon the remaining two Steering Committee (SC) members to resolve the dispute. Thereafter:

3.2.1. The SC session, comprising remaining two SC members, shall call upon each party separately and listen to arguments presented by each side.

3.2.2. The SC shall try thereafter to arrive at a solution that is acceptable to the *conflicting parties* concerned.

3.3. If such is not possible, the SC will call upon a hearing in presence of both *conflicting parties* and declare a verdict, not later 7days from filing of original complaint, binding on both *conflicting parties*.

4. Conflicts within the Steering Committee: In case of a conflict amongst members of the Steering Committee (hereafter referred to as '*conflicting parties*') over any dispute, the remedies shall be exercised in the order mentioned below:

4.1. The *conflicting parties* will abide by LES Code of Conduct & will make every possible effort to resolve the conflict through mutual dialogue & shared responsibility.

4.2. If both *conflicting parties* fail to resolve matters within three days by themselves, then a vote shall take place among SC members. The solution with majority votes shall be deemed final.

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4.3. If SC fails to create a majority to resolve the conflict within ten days, a special session with the Society Patron will be called upon. Both *conflicting parties* shall have two options, either present their case in person to the special session with the Patron, or submit a write up of their respective cases to the Patron prior to the special session with anonymity. The Patron shall thereafter:

4.3.1. Take a decision in the absence of *conflicting parties*.

4.3.2. All the proceedings of this special session shall be done in only one seating.

4.3.3. The proposed solution shall be binding on both *conflicting parties*.

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

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

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

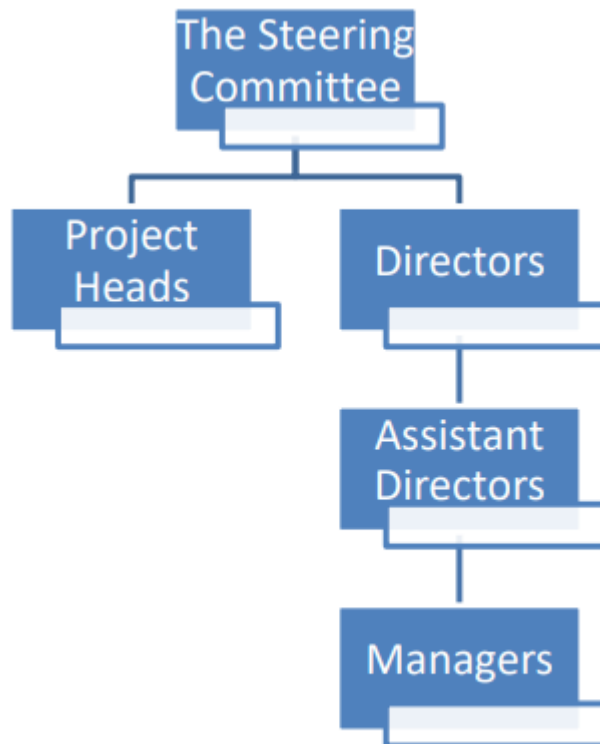
4.4.3. The next-in-line SC member will assume the dismissed member's responsibilities and vacant post shall be filled by remaining SC members through the same succession criteria defined in Article VI.

4.4.4. The new SC member shall ask for a vote of confidence from the EC.

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

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

SCHEDULE I: ORGANIZATION



SCHEDULE II: DRAFT HISTORY

1st Amendment, LES Constitution

Authored on behalf of LES Constitution Review Committee:

Musaddiq Nawaz,

Member, LES Constitution Review Committee

Approved on behalf of LES Constitution Review Committee:

Aneeq Cheema

Convenor, LES Constitution Review Committee

2nd Amendment, LES Constitution

Authored on behalf of LES Steering Committee:

Mohammad Shahzaib Abbasi,

Public Relations Executive LES Steering Committee

Approved on behalf of LES Steering Committee:

**Sarim Raza, Zoha Akhtar, Mohammad Shahzaib Abbasi,
Shees Memon, Eisha Abid**

LES Steering Committee 2019-2020

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3rd Amendment, LES Constitution

Authored on behalf of LES Steering Committee:

**Maheen Salman, Iman Faisal, Aimen Masud, Aadil Javed,
Aleesha Shahzad**

LES Steering Committee 2020-2021

Approved on behalf of LES Steering Committee:

**Maheen Salman, Iman Faisal, Aimen Masud, Aadil Javed,
Aleesha Shahzad**

LES Steering Committee 2020-2021

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.

Dr. Shehryar Shahid

Patron LES

Ms. Hiba Zakai

Head CCA