



**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 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 including but not limited to, *Practical Entrepreneurship, Social Entrepreneurship, Business Idea Competitions, Business Case Study Competitions, Leadership Research Papers & CaseStudy Development, 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 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 student and the society.

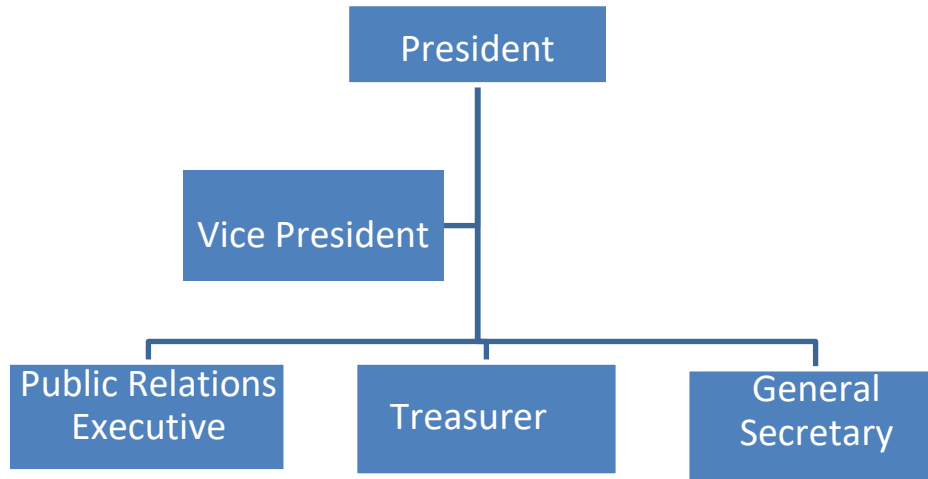
1. Recruitment will be conducted at the start of Fall Semester and Spring Semester as outlined in Article II Clause 1, 2, 3 & 4.
2. The recruitment procedure shall commence with recruitment activities originated by the society and directed towards student body of LUMS for the purpose of encouraging association 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 orientation session, applications will be invited for the membership of the society.
 - 4.1.2. The applications will judge and shortlist 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 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.

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 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.
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.
3. Any disregard or violation of this principle could lead to 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 set-up a commission to amend the constitution given that it has the support of no less than four other members of the Executive Council & Project Board.
 - 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 the 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. Be responsible to uphold the Constitution of the Society at all times.

3.3.2. Be the principal policy planner of the society.

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

3.3.4. Represent the Society in the Board of Presidents or any other official forum.

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

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

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

4.1. Duties of the Vice President: The VP:

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

4.1.2. Directs Constitutional updating and revisions; keeps a record of job descriptions of the Executive council

4.1.3. Directs and keeps a record of meetings and performance of projects

4.1.4. Shall aid the project heads in their meetings or any other area where they would need help

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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. Be responsible to create the culture of LES
- 5.1.2. Engage the general student body on behalf of LES and serve as the society's recognition and appreciation coordinator
- 5.1.3. Act as the principal communications officer for the society
- 5.1.4. Handles all official correspondence of the organization
- 5.1.5. Supervise efforts of the External Relations and Affiliations department; ensure representation of the society on national and

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international platforms; ensure a fair and impartial selection process for society representation in external competitions/conferences/workshops

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

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

5.1.8. Respond to turnover/recruitment issues on a top priority basis

5.1.9. Performs other duties as directed by the President

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 Engage the general student body on behalf of LES.

6.1.2. Serve as the primary signatory on financial accounts

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 with consensus from other members of the SC

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- 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 and encourage constant
- 6.1.6. Work with projects to prepare annual budget ensure fair allocation of 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. Performs other duties as directed by the President
- 6.1.10. Be entrusted with any monetary amount in the form of cash, cheques, bank drafts etc.

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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 storage
- 7.1.4. Maintains membership directory of both executive and general council for the current year
- 7.1.5. Disseminate information/decisions made by the society to all the executive/general council members of the society.
- 7.1.6. 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.
- 7.1.7. Performs other duties as directed by the President

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 the five (5) Project Heads as members, namely the **Head of Young Leaders & Entrepreneurs Summit (YLES)**, **Head of Innovations**, **Head of Initiate**, **Head of Social Outreach Program (SOP)** and **Head of Entech**
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.

ARTICLE VI: THE EXECUTIVE COUNCIL

1. There shall be eight (8) 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 and Registrations, Marketing and Communications, Events, Operations, Human Resource, External Relations and Affiliations Promotions & Publications** and **Media and IT**.
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 updating 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 with the accounts department through Office of Student Affairs.
 - 7.5. Assess and comment on the financial feasibility of proposed projects and their events.
 - 7.6. Coordinate with Accounts Office, LUMS for any society needs.
8. **Duties of Marketing and Communications Department:** The Marketing and Communications Department shall:
 - 8.1. Be responsible for raising external funds as designated in the budgets by SC, for all
LES projects and events.

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- 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.

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 project teams in organizing them.
- 9.3. Be responsible for getting the event approval forms filled at OSA.
- 9.4. Ensure that the structure and design of the events is consistent with the society's framework & University Regulations.

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

- 10.1. Responsible 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, 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 Vice President.

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

- 11.1. Draft the content of the website, publicity material and invitations and release periodic publications pertaining to subject matters consistent with the society's vision.
- 11.2. Furnish LUMS periodicals and all external media with press releases and articles to apprise the LUMS community and the outside audiences with the Society's activities.

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- 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.

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.

13. Duties of Media and IT Department: The Media & IT Department shall:

- 13.1. Provide all technical support whenever, and whenever, required by the society or its projects.
- 13.2. Be responsible for all Website & Database development, maintenance and related activities.
- 13.3. Be responsible for all presentations, videos, brochures, posters, standees and all other multimedia design of promotional materials.
- 13.4. Be responsible for registrations, providing back-end support for the entire process & will be required to provide recruitment support during the induction process.
- 13.5. Department shall be responsible for new system's development and maintenance of new and current systems for all projects
- 13.6. Be responsible for graphic and computer designing for specific requirements of the society and its projects.
- 13.7. Be responsible for appropriate IT systems Development to augment society needs.

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

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- 14.2. Be responsible for coordinating and assigning duties to the managers according to their availability for the events
- 14.3. Be responsible for all the outings, gathering and meetings and their schedules
- 14.4. Be responsible for keeping an updated database and send emails, messages and ensure strong communications

ARTICLE VII: ENTREPRENEURSHIP SUPPORT NETWORK

1. There shall be an 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 weightings for the two components will be sixty percent (60%) for Evaluation & forty (40%) for 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 at the end of year.
 - 3.2. Conducted by the respective Project Director for Project Team Evaluation and the Director in the Executive Council for Functional Team Evaluation.
 - 3.3. Evaluations shall be based upon the following characteristics: Leadership skills, Commitment, Results, Team work 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 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, the Patron of the society and at least one member of the ex-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 Director is 1 year and for the Steering Committee it stands at 2 years.

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) comprising of the PRE, and one other neutral member (*Director Level or above*) will be setup. 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 & Deputy, 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 GS, 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.
- 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

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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 7 days from the filing of original complaint, binding on both conflicting parties.

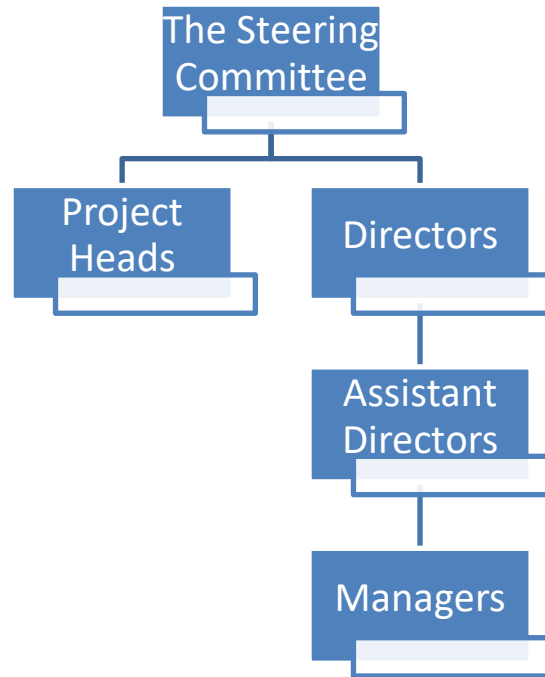
4. **Conflicts within the Steering Committee:** In case of a conflict amongst members of the Steering Committee (hereafter referred to as '*conflicting parties*') over any dispute, the remedies shall be exercised in the order mentioned below:
 - 4.1. The *conflicting parties* will abide by LES Code of Conduct & will make every possible effort to resolve the conflict through mutual dialogue & shared responsibility.
 - 4.2. If both *conflicting parties* fails to resolve matter within three days by themselves, than a vote shall take place among SC members. The solution with majority votes shall be deemed final.
 - 4.3. If SC fails to create a majority to resolve the conflict within ten days, a special session of Executive Council (EC) will be called upon. Both *conflicting parties* shall have two options, *either* present their case in person to the special session of EC

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members, *or* submit a write up of their respective cases to each member of EC prior to the special session with anonymity. The EC shall thereafter:

- 4.3.1. Consult within themselves in the absence of *conflicting parties*.
 - 4.3.2. Decide and arrive at a consensus decision. If that is not possible, the solution with the majority votes among the EC members shall be deemed final. All the proceedings of this special session shall be done in only one seating of Executive Council.
 - 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 of 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

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. Fahad Mehmood

Patron LES

Mr. Mazhar Chinoy

Director, OSA