

CONSTITUTION OF THE LUMS LITERARY STUDENT (LLS)

1. **Name:** The society shall be titled LUMS Literary Society, and shall employ the ellipsis LLS for purposes of publicity and in common usage
2. **Purpose/Scope:** This Society is primarily a platform for all literary activities in the university. It shall involve itself in holding book launches, organizing reading groups, initiating magazine launches, the screening of literary classics as well as talks by literary figures and any other events related which lead to the promotion of literary proclivities amongst participants.
3. **Definitions:** The following definitions shall apply for the purposes of this constitution, notwithstanding anything repugnant in this subject or context-
 - (1) The term “EC” refers to the four student officers of the Executive Council, details of which’s composition are outlined in Section (10).
 - (2) The term “simple majority vote” implies a vote of higher than fifty percent in favor of that decision.
 - (3) The term “special majority vote” implies a vote of at least seventy five percent in favor of that decision.
 - (4) The quorum for all meetings/decisions requiring the involvement of the EC shall consist of the entire EC.
 - (5) The term “unanimous approval” implies the consent of all concerned parties with regard to a particular decision; and subsequently any abstinence will mean that the condition of unanimous approval was not satisfied.
4. **Eligibility for membership:** A student must be a full-time student enrolled at the university in order to be eligible to be a member of the society.
5. **Procedure for membership:** (1) The society shall observe a membership recruitment process at the start of every year, which shall comprise of an application procedure and subsequent interviews of selected candidates.
 - (2) The society may observe a similar process during the academic year if it feels the need.
 - (3) Any member of the EC shall have power to recruit members directly with simple majority approval of EC and concerned director’s consent.

(4) Directors shall have the power to recruit members for their respective departments with notification sent to the EC and a subsequent approval. However, EC holds the authority to overrule the decision through a majority vote by EC.

6. **Types of membership:** (1) The society shall only employ active, rolling and honorary memberships.

(a) The society shall have active memberships for all departments

(b) The society shall allow a rolling membership in a current year to active members in any previous year

(c) The society shall award honorary membership only for students with special abilities like poetry writing, elocution etc. that can help build a team to represent LUMS in events by other institutions.

(2) The types of memberships may be increased or decreased with the unanimous approval of the EC.

(3) The areas to which honorary memberships is permitted may be changed with unanimous approval of the EC.

7. **Termination of membership:** (1) A director may fire a member of his/her department only, with simple majority approval of the EC, provided he/she can provide documented reasons of dismissal to the EC for record-keeping purposes.

(2) Any other procedure for termination of a member's membership shall be considered null and void.

8. **The organization will not discriminate on the basis of race, religion, national origin, gender, age or disability.**

9. **Selection of office-holder:** (1) The council shall be dissolved at the end of every academic year, and all posts shall be open to application.

(2) No elections shall be conducted for the purposes of promotion along the organizational hierarchy of this society.

(3) The procedure for promotion and selection for office-bearers and council membership shall be as follows.

(a) The EC shall request written applications for all available posts within the council.

(b) All applicants who have effectively submitted their written application by the cut-off date set forth shall be interviewed by the executive committee at an appointed time announced.

- (i) The executive committee must communicate the time and venue of the interview at least two working days before the date on which the interview is to occur.
 - (ii) The executive committee shall accommodate a change in the specified time or date of an interview as requested by a candidate on the submission of a written document depicting a justifiable reason for the suggested change.
 - (iii) The explanation behind the request supplied by the candidate will be accorded legitimacy upon the unanimous agreement of the executive committee. In such a case, the committee shall communicate the new time and venue of the interview to the candidate at least a day prior to the new date of the interview.
 - (iv) Failure to attend the interview at the appointed time shall result in the automatic nullification of the application filed. However, the nullification may be revoked on submission of a written legitimate explanation detailing why the candidate failed to attend the interview at the appointed time.
 - (v) The revocation of nullification of a particular application, as specified in (IV) requires the unanimous consent of the executive committee.
 - (vi) In event of a revocation of a nullification of an application as specified in the committee shall communicate the new time and venue of the interview to the candidate at least a day prior to the new date of the interview.
- (4) The power to assign office in the new council rests solely with the incumbents within the outgoing executive council.
- (5) Offices shall be assigned on the basis of interview, yearly performance appraisal, and, where so may the need arise, a comprehensive evaluation of the Directors and Assistant Directors. The final decision shall be based on the overall perception of the candidates after the integration of all the aforementioned elements in the application process.
- (a) In case of a deadlock in the EC over a particular decision pertaining to the selection of a certain office(s), the issue shall be decided by the simple majority vote of the Directors of the outgoing council.
- (i) The quorum shall, in the situation described in (a), consist of all Directors eligible to vote.
 - (ii) Directors who are personally interested in the selection of office by way of their own nomination, as prescribed in (a), shall not be allowed to vote in that particular matter.
- (b) In case the matter is not decided by the Directors' vote, as prescribed in (a), the selection shall be done by the majority vote of all Assistant Directors of the outgoing council, except for those who have themselves been nominated for that particular office.
- (c) In case the matter is still not resolved by the Assistant Directors, as prescribed in (b), the matter shall be referred to the Patron.
- (d) The decision issued by the Patron, as prescribed in (c), shall not be open to contestation.

(6) This procedure is to be set in motion by the outgoing executive council at least three weeks and not more than two months prior to the expiration of their term in office, which shall be concerned with the end of an academic year.

(7) The procedure must be completed at least two weeks before the expiration of the executive committee's term in office.

(8) The final decision regarding the assigning of offices within the organizational structure must be communicated to all existing members of the society and the patron not more than two working days after it has been reached.

(a) The executive committee is not required to make available the reasons why a particular candidate was not assigned office.

(b) The final decision of the executive committee pertaining to the assignment of office is not open to contestation.

(9) The duration of each term in office shall be one academic year.

(10) Members of the council and EC shall be eligible to apply for the same or different position in the council and/or EC.

(11) In case, any member of new council resigns after being given the office, EC shall follow the procedure from (2) to (5) to appoint a new council member.

(12) In case, an EC member resigns after being given the office, new EC members in consultation with previous year's EC members shall follow the procedure from (2) to (5) to appoint the new EC member.

10. Composition of the EC: (1) The Executive Council shall consist of, in accordance with university regulations, the Faculty Patron and the following student officers.

(a) President

(b) Vice President

(c) General Secretary

(d) Treasurer

(1) No member shall hold more than one position in the council.

(2) A member of the EC shall be eligible for re-application of old or new post in EC.

11. Duties of Officers:

(1) The duties of the President shall be as follows.

(a) Attending the Student Organizations Orientation Session at the beginning of the academic year.

- (b) Attending all meetings and activities or sending a student club member in his/her place.
- (c) Reviewing and understanding the facets of the current constitution and managing the society according to those precepts.
- (d) Ensuring that the members of the society understand fully the rules and regulations as determined by the constitution.
- (e) Adhering to all university policies.
- (f) Fulfilling all other responsibilities that are assigned to the President.

(2) The duties of the Vice President shall be as follows.

- (a) Interact with university offices on an incessant basis and work as a liaison between the society and management.
- (b) Preside over meetings in the absence of president of the society.
- (c) Make sure, in addition to the President, that all university policies must be strictly followed by the society.
- (d) Assist the president in all matters relating to the society.

(3) The duties of the Secretary shall be as follows.

- (a) Make a note of all minutes of meetings through out the year.
- (b) Keep all the records of meetings held both internal and with administration.
- (c) Maintain membership directory of both executive and general council for current year.
- (d) Responsible to correspond with all interfaces within the organization.
- (e) Handle all administration duties of the society.
- (f) Disseminate information/decisions made by the society to all the executive/general council members of the society.

(4) The duties of the Treasurer shall be as follows.

- (a) Prepare budget requests for review by the end of the Summer Semester. In case of summer semester phase out, this **deadline will be three weeks after the end of Spring Semester classes.**
- (b) Attend the Officer's Orientation Session every Fall Semester.
- (c) Submit bills, receipts, invoices to Extracurricular Staff.
- (d) Ensure that all club members have paid their dues.
- (e) Maintain a bookkeeping system to record all income and expenses.
- (f) Deposit any funds into the Student Organization/LUMS Account, maintained at the Accounts Office.

12. **Filling Vacancies:** (1) Where an incumbent takes leave for less than a period of three months, he/she can directly appoint a member of the society to handle the functional responsibilities that need to be managed during the time of absence provided that the following conditions are met:

- (a) The leaving individual must first seek the approval of the concerned director; where so may be the case.
- (b) Furthermore a written letter of choice must be submitted to the executive committee, which reserves the right to appoint another member who seems more suitable.
- (c) The temporarily nominated member should be a part of LLS council or general body.

(2) The substitute shall have a dual functional role; he/she shall maintain his/her previous organizational position whilst concurrently taking up the organizational position of the leave-taking member. In doing so, the replacement shall be expected to handle all functional roles pegged to each office.

(3) Upon the return of the individual on leave, the substitute shall relinquish the office he/she was temporarily assigned to the original incumbent. The substitute shall then maintain only the position that was held prior to the departure of the individual on leave.

(4) Where an incumbent takes leave for three months or more, he/she shall cease to hold office.

(5) The decision of replacement with the aforementioned appointment to office will be taken by the EC and the concerned director, where so may the case.

13. Impeachment of officers: (1) A Director may fire the Assistant Director of his/her department with simple majority approval of the EC after verbal or written warning, probationary period and service of formal charge sheet.

(2) A Director may be removed by special majority vote of the EC after verbal or written warning, probationary period and documented reasons of dismissal.

(3) The process of removal of a member of the EC can be invoked only by a member of the EC, who should have at least one more EC vote in order to gratify the circumstance of simple majority vote for impeachment.

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

14. Organizational structure: (1) The Executive Council shall comprise of four student officer positions, namely, the President, the Vice President, the General Secretary and the Treasurer, who shall be above the Directors and their departments in the society hierarchy.

(2) Each department shall be under the authority of a director who may/may not be assisted by (an) Assistant Director(s).

(3) The current departments shall have the following roles and functions.

(a) **Events:** The Events Department will be responsible to plan and organize all the events held under the banner of LLS. Its responsibilities shall include all the organizational work before the actual event, the set-up on the day of the event and packing up the event at the conclusion.

(b) **Logistics:** The Logistics department shall be accountable for working independently or in collaboration with other departments. Its main task shall be to mediate between OSA and the council and make sure the arrangements are done in time.

(c)**Publicity:** The Publicity department shall advertise and promote LLS's events. It shall send invites, round emails, design and put up flyers, standees etc and use all means possible to announce LLS's events.

(e) **Marketing:** The Marketing department shall be liable for negotiating deals with various organizations by giving them advertisement rights (and receiving funds from the organizations in return) on LLS Events.

(f) **Publications:** The Publications department shall be involved in gathering material, compiling and organizing it in form of leaflets, small magazines and an annual LLS Magazine.

15. Amendments to Organizational Structure: (1) A new department may be created by the simple majority of the EC, either during the year or by the outgoing EC at the end of the year for the next academic year.

(2) A department may be closed by the majority vote in the EC, but at the end of the year.

(3) Two departments may be merged under one banner and Director, but this may only take place at the end of the year.

(4) An exception may be made with regard to the timings of the merger/closure of departments as specified in (2) and (3), to allow the aforesaid merger/closure(s) to take place during the year, on fulfillment of the conditions below:

(a) The proposed changes shall be invoked by a member of the EC.

(b) The proposed changes shall be implemented, after the invocation in (a), on the approval of the majority vote of the extended council comprising the EC and all Directors.

(5) Any other procedure to merge/close department(s), other than the ones in Sections (1), (2), (3) and (4) shall be deemed null and void.

(6) Any new position in the EC, which shall equip the newcomer with the same rights enjoyed by the current members of the EC, may only be created by the unanimous approval of the outgoing EC for the next academic year.

[Provided that the creation of any new position in the EC must conform with the university's regulations regarding the composition of the EC].

16. Meetings and Procedures: (1) A general body meeting must be called at intervals of no more than three months.

(2) Notice of general body meeting must be given at least two days prior to the meeting.

(3) The above condition may be waived by unanimous approval of EC in special circumstances.

17. Absence policy: (1) It shall be mandatory for all members of the EC and directors to attend all meetings.

(a) Directors and members of the Executive council must provide prior notice and legitimate excuse of absence in the event of absence in a general body meeting.

(i) In the case of directors, the excuse shall be accorded legitimacy by unanimous agreement amongst the Executive council.

(ii) In case of three consecutive failures to supply *legitimate* notification, the term for the concerned Director or Executive council member shall be terminated immediately on the prerogative of the Executive council.

(iii) Where a member of the executive council is the one giving the notification of absence, legitimacy is accorded by unanimous agreement amongst the remainder of the Executive council.

(2) For members and assistant directors, absence in two consecutive general body meetings buttressed by a simple majority vote in the Executive council and concerned director shall be sufficient grounds for dismissal.

(3) For flagship events, only the directors and members of the EC must be present.

(a) If however, for any reason the directors or members of the executive council are not able to attend, then they shall be required to submit a written legitimate excuse.

(b) The inability to supply a legitimate excuse in two consecutive instances may be grounds for the immediate termination of term in office.

(c) The excuse supplied by the absentee shall be accorded legitimacy by a simple majority approval of the Executive Council in the case of Directors.

(d) In the case of the absentee being an Executive council member, the excuse will be accorded legitimacy by simple majority voting amongst the remaining members of the Exec.

(d) Special exception may be made to attendance requirement by simple majority approval of the EC.

18. Procedure for finance: (1) The Budget allocation shall be undertaken by the Treasurer at intervals as may be deemed fit.

(2) All procurement procedures shall require the approval of the Treasurer and the President.

[Provided that the same shall not apply in the event of blanket approval given to an individual or department in circumstances as deemed sufficient by the Treasurer and President].

(3) The Treasurer shall have the right to demand, at any time with sufficient notice, reports of expenditure and finance, with necessary receipts and invoices, from all relevant departments.

(4) The Treasurer is required to furnish statement of finance and expenditure at regular intervals of every 3 months to the remainder of the EC.

19. **Events:** (1) All events need to have majority vote in favor of its implementation in order to be implemented.

(2) The budgeting shall be approved by the President and Treasurer, who shall have powers to make changes as deemed fit.

20. **Amendments:** (1) The proposal for an amendment can only be invoked by a member of the EC.

[Provided that nothing in (1) shall prevent any Director or Assistant Director from giving a verbal or documented suggestion to the EC for changes in the constitution or prescribed procedures with stated reasons for proposal of the change].

(2) The fate of each proposed amendment shall be decided by the majority vote of the extended council comprising of the EC, Directors and Assistant Directors, with the following rules being followed.

(a) Each of the aforementioned persons shall have only one vote.

(b) Each person must be present in person to cast his/her vote.

21. **All changes to this constitution must be approved.**

22. The society constitution should hold an official stamp, testifying the approval of the Extracurricular Committee

23. **Harrasment:** (1) Any kind of harassment or victimization will not be tolerated in society and victims will be encouraged to report any unwanted event to harassment committee of university.

(a) if a member faced or witnessed any kind of harassment. He or she can choose to approach harassment committee at university or to EC of society.

(b) If any member of society approaches the EC for such case, EC can file a formal or informal complain to sexual harassment committee (SHC) or to disciplinary committee (DC) depending on the sensitivity of case.

