

LUMS Media Arts (LMA) Society - Constitution

Preamble

We, the students of Lahore University of Management Sciences (LUMS), understand the paramount significance Media Arts, irrespective of its form, holds. We intend to provide the Student body of LUMS in particular, and people at large with an avenue to express themselves using different forms of media and media arts.

Article I: Preliminary

1. **Name:** The name of the society shall be **LUMS Media Arts**, and shall employ the acronym **LMA** for purposes of publicity and common use.
2. **Scope:** LMA is dedicated to promoting creativity via the different forms of media and media arts available to us today. From its inception, LMA has been involved in varied media ventures including photography and film making. LMA seeks to become the primary outlet for students, both undergraduate and graduate, at LUMS and people in general who want to express themselves in different forms of media and media arts and polish their skills thereby streamlining their creative zeal towards meaningful end products.
3. **Definitions:** The following definitions shall apply for the purposes of this constitution, notwithstanding anything repugnant in this subject or context-
 - a. **Media:** any form of mass communication, be it film making, photography or any of its derived forms.
 - b. **Media Arts:** New forms of media arts that encompass artwork created with new media technologies including digital arts, computer graphics, computer animation, virtual art, internet art, interactive arts, video games and other outlets.
4. The society consists of:
 - a. The Executive Council
 - b. The Coordinating Council
 - c. The Directorate
 - d. The Team Members/Managers (General Body)

Committees such as the Convening Committee and the Equity Committee.

5. The President of the Society, with a simple majority vote of the Executive

Council, may make changes to this structure.

6. The President of the Society, with a simple majority vote of the Executive Council, may make changes to this structure.
7. All events, productions and ventures conducted by LMA are the sole property of LMA until or unless stated otherwise.
8. The General body is placed under the Directorate while the Directorate is placed under the Coordinating Council which finally comes under the Executive Council.
9. One member cannot hold more than one position unless it is an additional charge.
10. The society will not discriminate on the basis of race, religion, national origin, gender, age or disability.
11. All changes to this constitution must be done through the LMA Constitution Review Committee and should be approved by the President, The Patron of the society and the Office of Student Affairs, hereafter referred to as by its acronym, 'OSA'.
12. The society constitution should hold an official stamp, testifying the approval of the OSA, and must be signed by Society Patron.

Article II: Voting

1. The term “simple majority vote” means a vote of higher than fifty percent in favor of that decision.
2. The term “absolute majority vote” means a vote of at least two-thirds in favor of that decision.
3. The term “unanimous approval” means the consent of all concerned parties with regard to that decision; and subsequently any abstinence will mean that the condition of unanimous approval was not satisfied.
4. No bill, amendment, decision or motion can be processed without the presence of the executive council.
5. The quorum for all meetings/decisions requiring the involvement of the Executive Council shall consist of the entire Executive Council.
6. All voting done, irrespective of the purpose, shall be kept discrete and the voter’s choice, decision, opinion or consent shall be kept private and confidential.

Article III: Executive Council

1. The Executive Council shall consist of five (5) officers namely **President, Vice President, Head of Productions, General Secretary and Treasurer**. Qualified Seniors will be encouraged to join as Executive Council. Rest assured, exceptions can be made on the quality of a person's merit as it remains high as a criteria for any of the positions they take and will continue to remain intact during the selection for the **Executive Council**.
2. The Vice President, Head of Productions, General Secretary, and Treasurer are all placed under the President.
3. Main responsibilities of the Executive Council will be to look after the overall wellbeing of the LMA and all its activities, members and outlook.
4. Role of an oversight over all society matters depending on each EC role.
5. Responsible for setting goals for LMA during the year while ensuring it is in line with LMA's long-term vision.
6. Responsible for selection of event heads* after considering the Coordinating Council's suggestions.

*In case the role of event heads changes to a specific department, the guidance will shift to the concerned accordingly.

7. Establishment and oversight over the *FILUMS Board* and the Productions/LMA Alumni.
8. The Executive Council, hereafter referred to by its acronym '**EC**', shall have the right to set-up a commission to amend the constitution given that an absolute majority of the EC and the Coordinating Council, hereafter referred to by its acronym '**CC**', combined supports the motion.
9. The EC has the right and obligation to protect the Society, and if, in their

opinion a certain council member is not working for the best interest of the society, they should, relieve that member of his/her duties.

- 10.** Each position in the EC is valid for a period of 1 year after it shall automatically be vacated and all positions in the EC shall be open to applications.
- 11.** No Position in the EC can be held by more than one person.
- 12. President:** The President of LMA shall be the head of the Society and he/she shall be responsible for all the activities of the society that happen during his/her tenure.

The President shall:

- a. Ensure overall conflict resolution; vision building and continuity of LMA.
- b. Attend the Student Organizations Orientation Session at the beginning of the academic year.
- c. Be the Convener of the equity committee.
- d. Review and understand the current constitution and manage the society accordingly.
- e. Ensure that the members understand the rules and regulations as determined by the constitution.
- f. Adhere to all university policies and ensure that the society does so as well.
- g. Sign every official document and get it approved from the Patron before submitting it to the Extra-curricular Office.*

*In case the President is unavailable to sign the document, the signatures of the Vice-President should suffice. In case the Vice-President is also unavailable, the sign of any other member of the EC shall suffice.

- h. Be the principal policy maker of the society. In case of no resolution

amongst the EC, the final authority must be taken up by the President to ensure conflict resolution.

13. Vice-President: The Vice-President, hereafter referred as “VP ,” shall be the in-charge for all the society’s internal event(s).

VP shall:

- a. Overall oversight and responsibility of LMA activities.
- b. Be responsible for image building of LMA, internally and externally with different societies and partners.
- c. Be responsible for all internal events related activities of the society and supervise them.
- d. Be the final authority, after the President, regarding all matters pertaining to the events that take place during his/her tenure.
- e. Be the member of the Equity Committee of the Society.
- f. Ensure that no event conducted by LMA clashes with the mandate/scope of any other society at LUMS.
- g. Ensure that no other society conducts an event that falls in the domain of LMA.
- h. Keep the President up to date with all the happenings regarding the events of LMA.
- i. Make sure that all events occur as planned and scheduled.
- j. Make sure, along with the President, that all university policies must be strictly followed by the society.
- k. Actively take part in the execution of the annual LMA agenda presented at the beginning of the EC’s tenure with the assistance of the Executive Council, Convening Committee, Coordinating Council, and the

Directorate.

14. Head of Productions: The Head of Productions, hereafter referred as “**HOP**” shall be the in-charge for all the society’s Production venture(s).

The HOP shall:

- a. Promote the interests of the Productions Departments of the society.
- b. Be the member of the Equity Committee of the Society.
- c. Make sure the projects of the Productions Department are carried out in a responsible way which does not tarnish the image of the society or the institution.
- d. Ensure to uphold the productions mandate of the society.
- e. Make sure the admin and logistical help is issued to the productions department.
- f. Be the final authority, after the President, regarding all production matters that take place during his/her tenure.
- g. Actively take part in the execution of the annual LMA agenda presented at the beginning of the EC’s tenure with the assistance of the Executive Council, Convening Committee and the Extended Council.
- h. Handle the Production team and hold meetings with them on regular basis
- i. The members of the Production members are given their due share of recognition both within and outside the society.

- j. Produce movies- Shorts and Regular length, on regular basis.
- k. Ensure LUMS entries in National and International Film Festivals.
- l. Handle all production equipment.
- m. Be responsible for ordering new equipment.
- n. May appoint personnel to direct specific projects.
- o. Supervise the maintenance of the Production Room, along with the assistance of the President and the rest of the EC.

15. General Secretary: The General Secretary, hereafter referred as the “**GS**”, shall act as the liaison between the administration and the society. And shall serve as the spokesperson of the society.

GS shall:

- a. Look after all the Event Management of Productions and other LMA events alike, ensuring everything is intact.
- b. Head all the General body meetings as well as all the Extended Council meetings.
- c. Act the principal communications officer for inter-society and intra-society communications.
- d. Be the Deputy-Convener of the Equity Committee of the Society.
- e. Disseminate information and decisions made by the society to all the executive/general council members of the society.
- f. Make a note of all minutes of meetings throughout the year.
- g. Keep all the records of meetings held both internal and with administration.

- h. Maintain membership directory of both executive and general council members for current year.
- i. Responsible to correspond with all interfaces within the organization.
- j. Handle all administration duties of the society.
- k. Disseminate information/decisions made by the society to all the executive/general council members of the society.

16. Treasurer: The treasurer shall represent the society's treasury, the finance, marketing, logistics and administrative approvals and be responsible to maintain it.

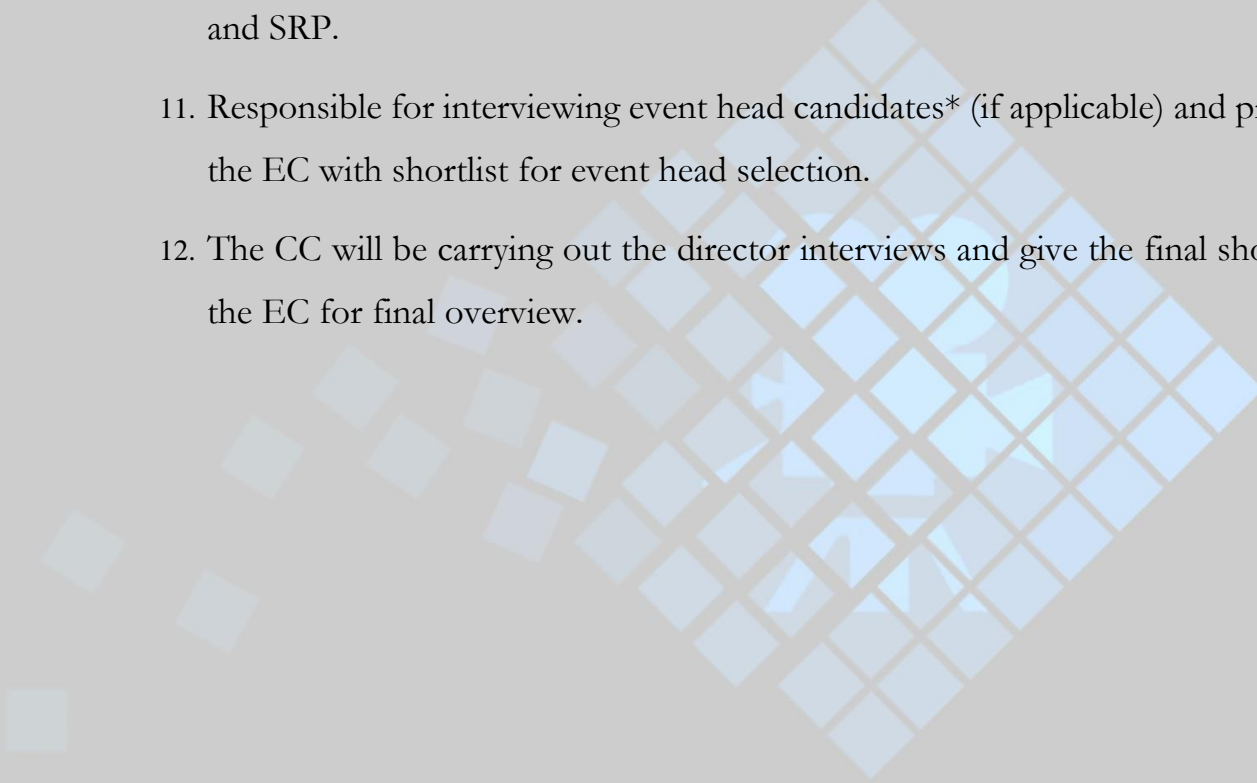
The Treasurer shall:

- a. Maintain an accounting system to record all income and expenses.
- b. Present photocopies and cash documentation that serves as reliable evidence to the President and Vice-Presidents.
- c. Prepare yearly budget and budgets for all events and productions.
- d. Keep the flow of cash transparent.
- e. Responsible to handle all reimbursements pertaining to all society activities.
- f. Find and handle sponsorships.

Article IV: The Coordinating Council (CC)

1. The role of CC comes in as a bridge and an assistive hand to the EC and the rest of the society. Qualified Juniors will be encouraged to apply and will be responsible for overall planning advising and society building. Rest assured, exceptions can be made on the quality of a person's merit as it remains high as a criteria for any of the positions they take and will continue to remain intact during the selection for the CC.
2. CC members shall be decided by the mutual agreement of the incoming and graduating EC.
3. Each member of the CC will be responsible for 1-2 departments during their tenure. There is a possibility of department shuffling after a semester which will be conducted by the EC.
4. First point of contact for the directors of their relevant departments and will act as 'advisors' to the directors.
5. Will give concrete suggestions for LMA's vision for the year. (EC should incorporate these suggestions into their own plans.)
6. CC will decide the event schedule of the year in accordance with the long term LMA vision which will be reviewed by the EC before finalization. They will also be responsible for planning LMA events with event heads* while providing guidance ahead of time.

*In case the role of event heads changes to a specific department, the guidance will shift to the concerned accordingly.
7. Responsible for making sure their assigned department's work is in line with LMA's overall vision and take regular progress reports from the directors.
8. CC for Productions will be responsible for the Productions Projects and will be referred to as 'Producers' of their respective projects.

9. Responsible for working with Convener FILUMS to plan the event. They will work closely with their departments to ensure FILUMS tasks are completed on time.
 10. Accountable to the EC for planning and execution of internal LMA events including but not limited to the LMA Screenwriting Workshops, MasterClasses and SRP.
 11. Responsible for interviewing event head candidates* (if applicable) and providing the EC with shortlist for event head selection.
 12. The CC will be carrying out the director interviews and give the final shortlist to the EC for final overview.
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Article V: The Directorate

1. The Executive Council will be assisted by the Coordinating Council and will direct a selected **Directorate**. Qualified Sophomores will be encouraged to join as directors. Rest assured, exceptions can be made on the quality of a person's merit as it remains high as a criteria for any of the positions they take and will continue to remain intact during the selection for the Directorate. The Powers and Responsibilities of the Directorate:
 - a) Directors will be leading their departments.
 - b) Planning and Execution of Department related work; LMA events; (includes Productions).
 - c) The decisions of departments rest with the Directors.
 - d) Curate a team of focused members for their departments.
 - e) The Directorate may dispose or hire any general body member into their respective department after due diligence.
 - f) The Directorate neither can terminate the membership of any member of the society nor can recruit any student into the society, apart from the regular recruitment and in case of termination regular approvals.
 - g) The Directorate members may recommend to the Coordinating Council, and the Executive Council regarding all termination and recruitment matters.
 - h) The Directorate shall unequivocally assist the Coordinating Council and the Executive Council in discharge of their functions.
 - i) The Directorate may deal with the LUMS administration when
 - i. The matter at hand does not involve cash.
 - ii. The matter is not regarding event and project approvals.
 - iii. When the Coordinating Council/Executive Council directs them

to.

iv. When the Coordinating Council/Executive Council is unavailable.

- j) The Directorate cannot sign any official documentation. All official documents signed by the Directorate shall be considered null and void.
- k) The Directorate shall follow all directions given by the Executive Council.
- l) The Directorate may devise additional plans for their respective departments but they must be approved by the Coordinating Council.
- m) It is the responsibility of the Directorate to keep the Coordinating Council and subsequently the Executive Council informed of all the activities of their respective departments.

2. The following conditions will apply:

- a) The structure of the Directorate is eligible to change (in Productions only) - the structure will be confirmed and decided by the incoming Executive Council, after its selection.
- b) No position in the Directorate can be held by more than two (2) people at the same time.
- c) The Directorate will be interviewed and shortlisted by the Incoming Coordinating Council at the beginning of the academic year.
- d) Upon consensus amongst the Incoming Executive Council Members, the exact responsibilities of the members of the Directorate must be decided before the positions are opened to the General Body of the society.
- e) The following procedure shall apply for the selection of the Directorate of LMA:
 - i. Call for written applications
 - ii. Scheduling of Individual Interviews by the Incoming CC and/or EC

- iii. Call for written applications
 - iv. Scheduling of Individual Interviews by the Incoming CC and/or EC
 - v. Evaluation and comparison of all applicants on the basis of merit, capability, interest, contribution and written plans proposed by each applicant.
- f) The Directorate must be announced at least one (1) week before the beginning of the Academic Year.
 - g) The Directorate shall automatically dissolve at the end of the academic year and all positions in the Directorate shall be open to applications.

Article VI: Membership

1. Recruitment shall commence at the beginning of Fall Semester as outlined in the Article VI Clause 1, 2, 3 and 4.
2. The recruitment procedure shall commence with the recruitment activities originated by the society and directed towards the student body of LUMS for the purpose of encouraging association with the society.
3. Any student who is enrolled in LUMS, whether visiting, full-time or exchange, is eligible to be a member of the society.*

*All students who are not full-time enrolled at LUMS are recognized as honorary members. Honorary members are not eligible to apply for the Executive Council Positions.

4. The recruitment activity is a three tier process starting from written applications to individual interviews followed by deliberations by the Directorate and CC/EC.
5. The procedure can be altered and redesigned by a simple majority vote of the Executive Council.
6. The recruitment drive can be repeated during the academic year if there is a simple majority vote of the Executive Council in favor of the motion.
7. Any member of the Executive Council has the authority to recruit any LUMS student to the society directly with a simple majority vote of the Executive Council in favor of the motion.
8. Membership of the society is valid for a term one year after which it will be subjected to renewal.
9. Membership of the society shall only be renewed for those members who show interest in remaining associated with the society.

10. All members who do not renew their membership at the end of the year shall automatically lose the privilege of being part of the society.



Article VII: Evaluations and Succession

Evaluation and Succession for Executive Council Positions:

1. The evaluation for succession to the Executive Council shall follow a two- step process: Call for written Applications and Interviews.
2. No elections shall be conducted for the sake of promotion along the organizational hierarchy, except for the selection of the President of the society where the following criteria shall be applicable
 - a. 10% voting by the General Council of LMA
 - b. 30% Interview conducted by the Outgoing President and the Patron
 - c. 30% Plan presented by the applicant
 - d. 10% Contribution to the Society
 - e. 20% Applicant evaluation**

*Interview for the Executive Council positions must include at least one (1) former Executive Council member of the Society. In case of unavailability of any former Executive Council member, the Patron of the society shall be notified and may nominate a new person to the interview panel.

**Applicant Evaluation shall be based on his/her performance with regards to the tasks assigned to him/her over the course of time. And his/her capability to lead.

3. The procedure for promotion and selection for office-bearers and council membership shall be as follows:
 - a. The Executive Council shall invite written applications for all available posts within the council.
 - b. Following the receipt of written applications, the outgoing council will be liable to send the applications for Presidency for Vote to the General Body

of LMA.

- c. Following the receipt of written applications, the outgoing council will be liable to send the applications for Presidency for Vote to the General Body of LMA.
- d. All applicants who have successfully submitted their written application by the deadline 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 legitimate 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 the event of a revocation of a nullification of an application as specified in (V), 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. Interviews for the new Executive Council shall be conducted no earlier than six (6) weeks before the end of the academic year and no later than three (3) weeks before the end of the academic year.
5. Results of the interviews shall be announced no later than 7 days after the Interviews have been conducted.
6. Only members who have been associated with the society for at least two (2) years are eligible to apply for the Position of President and Vice-President.

Evaluation and Succession for Coordinating Council and Directorate Positions:

7. The evaluation and succession procedure for Coordinating Council and Directorate position follows a two (2) step process: Call for applications and Interviews.
8. Clause 3 and its sub-clauses of Article VII stand valid and applicable for the selection of office-bearers of the Directorate as well.

Article VIII: Termination of Members and Impeachment of Society Officers

1. Termination of General Body Member

- a) The Executive Council has the authority to expel any general body member with a simple majority vote of the Executive Council in favor of the motion.
- b) The Director/CC member may only dismiss a general body member off his services but cannot expel him from the society.

2. Impeachment of an Director/CC Member

- a) All cases of Director/CC member impeachments shall be referred to the Equity Committee which shall then consider the motion.
- b) Only members of the Executive Council can raise the motion to impeach the Director/CC member.
- c) Voting for impeachment may only be carried out if the Equity Committee approves the motion for Impeachment.
- d) Members of the Director/CC can only be impeached by a simple majority vote of the Executive Council in favor of the motion.

3. Impeachment of Treasurer, Head of Productions and General Secretary

- a) Motion to impeach Treasurer, Director of Productions and General Secretary shall be referred to the Equity Committee.
- b) Voting for Impeachment may only be carried out if the Equity Committee approves the motion.
- c) Only Executive Council members can raise the motion to impeach a member of the Executive Council.
- d) A simple majority vote of the Executive Council in favor of the motion shall

hold the member concerned impeached.

4. Impeachment of the President and Vice-President

- a) Only a member of the Executive Council can raise the motion to impeach the President or Vice President of the Society,
- b) Voting for the motion to impeach the President or the Vice-President shall be carried out after the Patron of the society approves of it.
- c) An absolute majority in the Executive Council and the Directorate/CC combined in favor of the motion shall hold the President or the Vice-President impeached.

5. To ensure a good work environment for every member and to maintain the cohesion of the General Body the Executive Council reserves the right to terminate membership of any member on the basis of a complaint by another member. This complaint may be filed on the basis of disciplinary issues, bullying, sexual harassment, cyber bullying etc. In case the plaintiff is someone outside the society, the Executive Council may exercise the right to distance the defendant from the society. Similarly, in case the aggrieved and the aggressor both are members of the society at any level, they are subjected to take their case to the Harassment Committee of the university. In both cases, the Executive Council reserves the right to enact the acts of Termination and Impeachment mentioned in the Article VIII, Clauses 1, 2, 3, 4 shall apply on General Body Member, Director/CC member, Treasurer – Head of Productions – General Secretary, and President – Vice Presidents respectively.

The Executive Council will take a vote on the issue and a simple majority will determine whether membership of the student in question will be terminated or not.

Article IX: Filling Vacancies

1. Where an incumbent takes leave for less than a period of 45 days, he/she can 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 simple majority vote of the Executive Council is favor of the recommended member.
 - b. Additionally, a written letter of nomination must be submitted to Executive Council, which reserves the right to appoint another member who seems more suitable.
2. All such appointed members shall have a current-charge for that particular designation.
3. No member of the society can hold a current charge for more than 45 days.
4. No position shall remain without a permanent officer for more than a period of 45 days.
5. In case an incumbent resigns from his/her position, except that of the President/Vice-President, the position may be filled by any member recommended by the resigning officer provided that they meet conditions a and b of clause 1 of article IX: Filling Vacancies.
6. In case the vacating officer does not recommend a member to handle the functional responsibilities, the Executive Council may do one of the following
 - i. Open applications for the position to the General Council and conduct interviews. All succession procedures mentioned in Article VII are applicable.
 - ii. A General Body member may be nominated provided that there is

an absolute majority vote of the Executive Council in favor of the nominee.

Filling the position of the President and Vice President

7. Clause 2, 3 and 4 of Article VII are valid for filling the position of the President and Vice-President.
8. Only the Vice-President of the society are eligible to take charge for the position of the President in case of his absence or resignation.
9. The President may nominate the Vice President to take charge in his leave of absence.
10. In case the Vice-President refuse to take charge as the President, the case may be referred to the Patron who shall then select the new President upon his/her discretion.
11. Clause 9, 10 and 11 of article IX are only applicable in case the President resigns or goes on a leave of absence for less than 45 days.
12. In case when the President is impeached or dismissed, the Patron of the society may directly nominate any member of the society to take charge as the President of the society.

Article X: Equity Committee

1. The President, Vice-President, Head of Productions, Treasurer, and General Secretary are permanent members of the Equity Committee.
2. The Convener may appoint any permanent member of the Equity Committee in-charge in case of his/her absence.
3. The Convener may add up to five (5) additional members to the bench.
4. The additional members shall only have observer rights and may not ask any questions from the member concerned until or unless a permanent member of the committee allows them to.
5. Additional members are entitled to voting rights.
6. The equity committee has the authority to look into the following matters
 - i. Intra-Society conflicts
 - ii. Malpractices by society members during any society activity
 - iii. Any dispute that affects the society and its operations
 - iv. Cases of Impeachment of Society Officers
7. Structure of Procedure for the Equity Committee is as follows
 - a. Equity Committee proceedings are based on hearings of concerned personnel.
 - b. Any member of the society may refer a case to the Equity Committee by sending in an appeal to the Deputy-Convener of the committee.
 - c. It is the consent of the Deputy-Convener of the Equity Committee to accept the appeal or deny it.

- d. Once approved, the concerned parties shall be notified via email at least 48 hours prior to their hearing.
 - e. Concerned parties may ask to reschedule time for their hearings in case they are unavailable.
 - f. Upon hearing the case of all the concerned parties, the Equity Committee shall release its decision.
 - g. Concerned parties may appeal to the decision within 48 hours of its release.
 - h. The Equity Committee may further refer cases to the Disciplinary Committee of LUMS in case it deems necessary.
8. The decision of the Equity Committee is final.

Article XI: Convener FILUMS, Project Head Flagship Film

1. All conveners and Project Heads shall be selected by the incoming President and Vice-President of the society.
2. The succession procedure for Convener and Project Head positions is the same as that of Extended Council posts and is illustrated in the sub-heading “Evaluation and Succession for Coordinating Council and Directorate positions” of Article VII: Evaluations and Succession.
3. The conveners and Project Heads may only be dismissed if the President and the Vice-Presidents reach a unanimous consensus in favor of the motion.
4. Conveners and Project Heads have the right to setup independent host teams that shall manage their respective events.
5. Conveners and Project Heads are the final authority with respect to their specific events and ventures.
6. Convener(s) of FILUMS/Project Heads are part of the Convening Committee (along with the EC).
7. The Conveners/Project Heads have the right to nominate up to four (4) members to the Convening Committee.

8. The nominated personnel become members of the Convening Committee only after an absolute majority of the Executive Council votes in favor of the nominated personnel.
9. Only the Convener/Project Head can nominate members to the Convening Committee.
10. The Convening Committee includes the Convener(s)/Project Head.
11. In case of a disagreement between Conveners/Project Heads of the same Event/Production venture, the matter shall be resolved by the Convening Committee.
12. Budget for events and production ventures solely owned by LMA are subject to the approval of the relevant Convener/Project Head, Treasurer and the President.
13. Budget for events and production ventures that are not the sole property of LMA may be decided by the concerned Convener/Project Head, President and its relevant Convening Committee.
 - i. The President and Vice-Presidents have the authority to intervene and/or over-ride any decision of the Conveners/Project Heads and/or Convening Committee that they deem necessary.

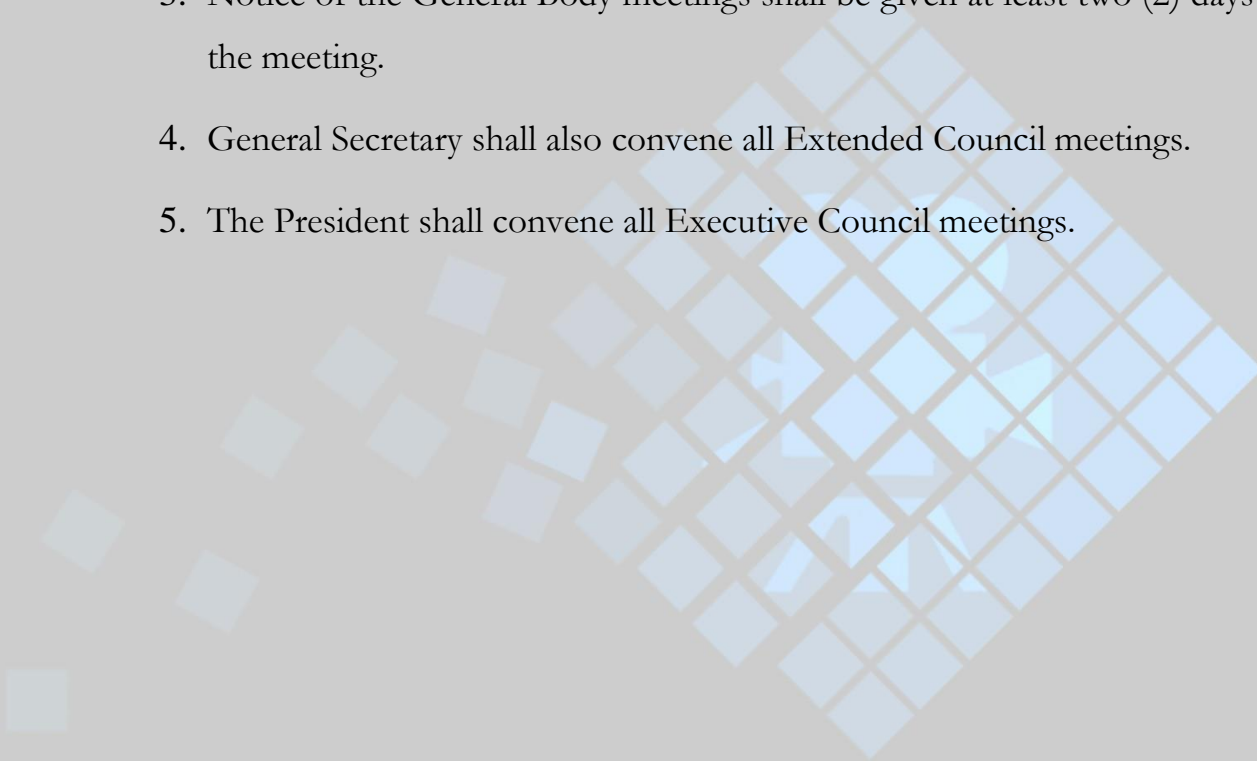
Article XII: Finance

1. The Budget allocation shall be undertaken by the Treasurer at intervals as deemed fit.
2. All procurement procedures shall require the approval of the Treasurer, General Secretary and President.
3. The event fees and society membership fees or any registration charges will be prescribed by the Executive Council from time to time.
4. The accounts of the society in relation to the events and activities will be prepared by the Treasurer*

*Only valid for events and ventures solely owned by LMA.

5. All budgets shall be approved by the Treasurer and the President.

Article XIII: Meeting and Procedures

1. The General Secretary shall convene all general body meetings as and when required.
 2. The Executive Council shall be informed of all the meetings.
 3. Notice of the General Body meetings shall be given at least two (2) days before the meeting.
 4. General Secretary shall also convene all Extended Council meetings.
 5. The President shall convene all Executive Council meetings.
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Article XIV: Trips; National and International

1. LMA shall send its members to National and International workshops, Film festivals, competitions, seminars and similar activities.
2. LMA may provide subsidy to all team members selected to represent the society. The final subsidy is subject to the approval of the Office of Student Affairs.
3. Selection to national and International Trips shall be made through a 3 tier process:
 - i. Call For Applications
 - ii. Interviews
 - iii. Contributions to Society
4. The selection shall be based on the following criteria
 - i. Interview: 40%
 - ii. Contribution to the Society: 30%
 - iii. Relevance to the trip: 30%
5. The Contribution points per position held by a member shall be revised every year by the Executive Council.

Article XV: Amendments

1. All changes to this constitution shall be made through the LMA constitution review committee.
2. LMA constitutions Committee shall be chaired by the President of the society unless the President puts another member in-charge.
3. Any amendment to the constitution shall need an absolute majority vote of the LMA Constitution Review Committee, Simple majority vote of the Extended Council and the Executive Council.
4. The Structure of procedure and members shall be decided by the President and Vice-President(s) of the Society.
5. The Constitution may be suspended or abolished by a simple majority vote of the General Body, Extended Council and the Executive Council combined.
6. The motion to suspend or abolish the Constitution can only be carried out by the President or Vice-President(s) of the society.
7. The constitution cannot remain suspended for more than seven (7) days.

Draft History

- Original Constitution authored on behalf of LMA Constitution Review Committee
 - 1) Nauman Khalid; 2) Haris Bin Ghani Khan; 3) Aima Khan; 4) Hassan Iftikhar; 5) Mahrukh Afzal Kiyani; 6) Sobaan Ahmad Raja; 7) Taimour Abdullah; 8) Saad Salman Malik; 9) Taimour Zuberi; 10) Faran Rafi; 11) Ferva Raza; 12) Faez Zafar; 13) Daniyal Yousaf; 14) Aatir Sohail; 15) Isha Saeed Sharif
- Second Constitution of LMA: 1st Amendment (26.06.2019)
 - 1) Mujtaba Shah Bukhari; 2) Ushna Saleem; 3) Nayyab Naveed; 4) Hiba Nadeem; 5) Muhammad Taha [EC2019-20]
- Third Constitution of LMA: 2nd Amendment (26.07.2020)
 - 1) Mujtaba Shah Bukhari; 2) Ushna Saleem; 3) Nayyab Naveed [EC 2019-20]

Approval

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.

Nayyab Naveed

Head of Productions (2019-20)

Ushna Saleem

Vice-President (2019-20)

Syed Mujtaba Shah Bukhari

President (2019-20)

Khawaja Zain ul Abdin

Patron, LMA