

THE LAW AND POLITICS SOCIETY

CONSTITUTION

CHAPTER I

1. Mission:

The Law and Politics Society is a student organization aimed at encouraging active participation of students in the exchange of ideas and at creating a greater awareness of international and national political issues. Its purpose will be to bring together all the students with interests in politics and law in order to help focus their approach and develop their professional interests. Every prestigious university needs a forum in which students can exchange ideas and debate about issues affecting the world. This society will enable students to realize the importance of inquiry and questioning of how political systems work and will encourage participation in the political process. Finally, the society hopes to generate an atmosphere of political consciousness which promulgates a deep sense of civic responsibility. In today's world where history is being made every day with interesting events happening with direct relevance to Pakistan, the main obstacle lies in the apathy of the citizens and their indifference and inertia to voice their opinion and call for change. This society will enable students to realize the importance of enquiry and questioning the status quo and to become productive citizens of the county by actively participating in its political arena.

2. Goals and Objectives:

1. To promote awareness and inquiry at all levels through weekly discussions and debates amongst students.
2. To promote a sense of responsibility in the student body as an important constituent of political arena today in Pakistan.
3. Instructors who are teaching courses based on law and politics will be requested in that semester to initiate or start debate on given topics which will be open to all students.
4. The Law and Politics Society will also keep information on all Law firms and Non-Governmental Organizations (NGO's) in the field of politics and law so that students who are interested in interning or working with them can correspond with the companies/organizations they are interested in, for instance, if someone wants to pursue human rights law as opposed to

corporate laws, they can access available information collected by the society in order to decide who and how to contact.

5. Organize Moot Competitions and encourage and prepare students to participate in Moot Competitions.
6. The Law and Politics Society will also publish newsletters which may include:
 1. An update of the activities of the society for that semester.
 2. Articles and papers written by students on current political issues as well as invite contributions.
 3. A summary and review of the guest speakers that are invited by the society so that all can benefit from the information delivered by these guests.
 4. The newsletters may also include the best research article written that semester as “The Article of the Semester” in the newsletter.

3. Methods:

1. Presentations, seminars or forums on or off campus by members of the society and/or professionals in outside institutions
2. Writing articles to be published in LUMS (society website and/or newsletter) and outside LUMS (newspaper, magazines)
3. Email network on and off campus

4. Official Membership:

Following are the detailed specifications regarding the duties and regulations of the officers of the LUMS Law and Politics Society, which is comprised of the Executive Council and Society Officers. In addition, details regarding the roles of the Advisory Committee and Faculty Affiliates are specified. The order of responsibility listed for each of position is random; all of them carry equal weight. The EC of the Law and Politics Society (LPS) maintains the right to modify any of the following duties or policies if deemed necessary.

4 (a) The Law and Politics Society Board:

The Law and Politics Society Board shall consist of:

- i. **Executive Council**

1. President
2. Vice President
3. General Secretary
4. Treasurer
5. Convener Moots
6. Chair Publications

ii. **Directors**

iii. **Assistant Directors**

- The members of the Executive Council shall be reassigned annually by the outgoing Council, unless otherwise specified.
- The members of the Executive Council will organize a recruitment drive in collaboration with other Departments every academic year.
- The members of the Executive Council must adhere to the LPS Constitution. In the case that an Executive Officer deviates from his/her responsibility, immediate action will be taken by the President, General Secretary, and Faculty Patron to ensure the efficient and accountable running of the Executive Council and the society in general.
- The members of the Executive Council must commit themselves to at least a quarter's tenure as part of the Advisory Committee subsequent to the completion of their period in office.
- The Executive Council shall oversee and facilitate the workings of the functional offices of the society with Executive Council
- The Executive Council shall oversee and approve the annual LPS events calendar and ensure that each event is carried out efficiently and appropriately

4(b) Functions of Executive Council:

a) President:

1. Shall function as the link between the Society and the Administration.
2. Shall have the responsibility of calling at least once the Executive Council and Head of Department's meeting every 2 weeks.
3. Shall have the deciding vote in affairs of the society unless the Patron dissents.
4. Shall ensure that each member of the board fulfills his/her responsibility.
5. Shall be responsible for adding any necessary assignments to a given executive patron/officer or the creation of a new position with the endorsement of the Executive Council.
6. Shall maintain and update the LPS constitution when necessary with the authorization of the Executive Council and Patron.
7. Shall oversee the contents of the LPS website and computer account with Executive Council.
8. Shall be in charge of organizing annual interviews for the reassignment of the Executive Council and LPS Board with Vice President.

b) Vice President:

1. Shall ensure the members of the Executive Council remain informed of all major decisions pertaining to the society, as well as attain concurrence from the relevant Executive Personnel when making decisions of an official nature.
2. Shall maintain organizational records (lists, schedules, agendas, sign-up sheets etc.)
3. Shall write and maintain a checklist of operations to be done over by every office-bearer prior to any project. This will be posted on the website of the society.
4. Shall be in charge of arranging annual/quarterly awards/certificates.

c) General Secretary:

1. Shall oversee and maintain all society email correspondence.
2. Shall maintain a directory of society members and their contacts.
3. Shall keep a track record of volunteer involvement throughout the year.
4. Shall be in charge of authorizing the distribution and proper use of LPS letterheads.

5. Shall maintain an official record of all external contacts and concerned LUMS Alumni.
6. Shall maintain and update annual record of LPS Executive Council position holders, LPS offices, LPS members, members of Advisory Committee, and Faculty Affiliates.

d) Treasurer:

Shall be responsible for maintaining the finances of the society, and keeping accounts of all incomes and expenditures, including:

1. Generating a detailed annual budget (with the members of the executive committee) to be presented to the administration at the beginning of the academic year.
2. Assisting the financial manager in overseeing the contents of any bank accounts that are opened under the name of the society, and shall ensure that all funds are used appropriately.
3. Generating a budget of all events at least a month in advance of the event.
4. Coordinating the financial management of individual products.
5. Getting approval of the budget with the patron as well as the administration and accounts office.
6. Receiving cash from the accounts office for all the expenditures to be incurred either in advance by estimates or on submission of the appropriate receipts.
7. Keeping account of all receipts and expenses, as well as all income and donations.
8. Shall be responsible for maintaining an official record in LPS.
9. Computer account and relevant attestation for all money that the society uses.

e) Convener Moots

1. Responsible for planning, organizing, and ensuring participation in moot court competitions.
2. Directly supervising all the departments with the Vice President for the purpose of the Moot Competitions organized by LPS.
3. Keeping track of Local and International Moot competitions and preparing and sending teams for these competitions.

4. Working with the treasurer and the marketing department to raise funding for the annual moot competition.

f) Chair Publications

1. Responsible for overlooking all material published by LPS on electronic or print media.
2. Directly supervising the publication of LPS's newsletter or magazine "The Political Animal" at least once every semester.
3. Ensuring the preparation of comprehensive write ups on each of LPS's event.
4. Preparing the annual society report to be submitted to the ECA at the end of the academic year.

CHAPTER II

5. Departments & Departmental Functions

1. The Law and Politics society shall **broadly** consist of the following departments:
 1. Publications
 2. Event Management
 3. Promotions and Marketing
 4. Logistics and Finance.
2. Each department shall have a Director who would be appointed by the Executive Council.
3. The selection of the Assistant Directors, the internal organization of the department, and the assignment of duties within the department shall be at the Director's discretion.
4. Each department shall be responsible for submitting an **Action Plan** to the Executive Council at the start of the semester for approval. The Action Plan shall provide details of the tasks that each department shall perform, and their respective deadlines. It shall also contain a schedule of inter-departmental meetings; each department shall delineate the tasks it would have completed by each meeting.

5. The document shall be circulated to all the departments. Any item that is not included in the Action Plan, and requires attention shall be brought to the notice of the Executive Council immediately, and circulated to the rest of the departments.
6. Any department that requires sponsorship shall be responsible for preparing a proposal, and submitting it to the Promotions and Marketing department. The said department shall make arrangements accordingly.
7. Each department shall have the authority to incur expenses for less than Rs. 1000. For any expenditure above Rs. 1000, the department shall be required to prepare a budget proposal which shall be presented to the Logistics and Finance department. The said department shall make arrangements accordingly.
8. Each department shall be required to personally guide and support the succeeding Directors and members in executing their duties as efficiently as possible.

5(a) Department of Logistics and Finance:

1. The department shall be responsible for:
 1. Managing the finances of the Society, and keeping account of all incomes and expenditures.
 2. Preparing a detailed annual budget to be presented to the Executive Council, and to the Administration at the beginning of the year.
 3. Generating a budget for every event at least two weeks in advance of the event. The budget shall be in accordance to the proposal presented by the department that requires funds.
 4. Obtaining an approval of the budget from the Patron as well as the Administration and the Accounts Office.
 5. Receiving cash from the Accounts Office for all expenditures either in advance or on submission of receipts.
 6. Keeping account of all the receipts and expenses, as well as incomes and donations.
 7. Purchasing materials/items that cost more than Rs. 1000.
 8. Arranging auditoriums, transportation, refreshments, security etc. for the events that LPS organizes.

5(b) Department of Promotions and Marketing:

1. The department shall be responsible for:

1. Publicizing the upcoming events of the society through social media, emails, fliers, standees etc.
2. Representing the society at promotional events.
3. Maintaining contact with other academic institutions and associations on a national and an international level.
4. Maintaining contact with and informing interested LUMS Alumni of the projects and events organized by the LPS.
5. Obtaining sponsorships from various institutions and corporations, and managing sponsors information.
6. Establishing a network within the society so that the members can exchange information about any potential sponsors.

5(c) Department of Event Management:

1. The department shall be responsible for:
 1. Planning and organizing events such as talks, workshops, moot courts, coaching sessions, political cinema etc.
 2. Submitting an events calendar to the Executive Council at the start of each semester. The calendar shall provide details and deadlines of the programs and events to be conducted during the semester.
 3. Notifying all relevant Departments and Administration about the event at least two weeks prior to the event
 4. Submitting all necessary details of the event to the Promotions and Marketing department so that it can publicize the event.
 5. Notifying the Logistics and Finance department about the event requirements (auditorium, refreshments, security etc.) so that the department can make arrangements accordingly.
 6. Notifying the Logistics and Finance department about the equipment and material required for the event that costs more than Rs. 1000.

5(d) Department of Publications:

1. The department shall be responsible for:
 1. Maintaining an online blog that shall include:
 1. Updates on events organized by the society.
 2. Articles and papers written by students, faculty members and alumni on current legal and political issues.

3. A hot-topics section in which readers shall express their opinions about the 'hot-topic' of the week.
 4. Any other pertinent material
2. Collecting, editing and formatting the material to be posted on the blog.
 3. Publishing a yearly journal that shall include the best articles, papers, responses and opinions that were posted on the blog during the year.
 4. Editing, formatting, printing and distributing the journal.
 5. Submitting a monthly plan of their activities with deadlines to the Executive Council.
 6. Conducting intra-departmental elections for the selection of a publication team that shall be responsible for publishing the yearly journal. The elections shall be conducted on the date set in the monthly plan.

Note: The Executive Council may add or remove departments depending on the Society's needs.

CHAPTER III

6. Patron:

1. The Patron of the Law and Politics Society must be a faculty member in the Lahore University of Management Sciences.
 2. The Patron shall be nominated by the outgoing Patron
 3. The Patron may nominate an acting Patron in the event of non-availability due to sickness, leave or sabbatical.
 4. The Executive Council may petition the current Patron for the addition of a Co-Patron.
 5. The Executive Council may elect a new Patron according to the changing needs of the Society.
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