

2020-21



LAW & POLITICS
SOCIETY

The LUMS Law & Politics Society

CONSTITUTION 2020-21 EDITION



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Chapter I

Preamble

Mission

The Law and Politics Society is a student-run organization aimed at encouraging active participation of students in the exchange of ideas and at creating a greater awareness of international and national legal and political issues.

We have a three-part mission where we work towards making the student body aware of their personal rights as given by the law through seminars and discourse, encourage students to play their role towards ensuring a more equal society and lastly, to encourage better legal practice.

The Society's purpose is to bring together 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.

We want this participation on and off campus by students as to firstly, work towards making the student body aware of their responsibilities. We aim to do this by informing them of how they can use their privilege to work for other more vulnerable groups within legal and political bounds. The collective social capital held by LUMS' students can be used to do much more through arranging campaigns and drives in different capacities. However, to build on such actions, we cultivate the awareness of student's rights.

Lastly, we encourage better legal practice by holding International Moot Court Competitions with world-class standards and some of the best judges the country has to offer that provide an academic and practical experience like no other.

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 inquiry and questioning the status quo and to become productive citizens of the county by actively participating in its political arena.



Chapter II

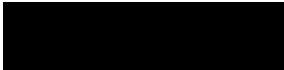
Official Membership

- i. Anyone who is enrolled in LUMS will be entitled to be a member of the Law & Politics Society for that academic year.
- ii. The list of members shall be revised, on the basis of reselection, every academic year.
- iii. Anyone who has been an active part of the Law & Politics Society for one academic year shall be entitled to apply for a position in the Executive Council.

Provided that, they fulfill the minimum GPA requirement, do not have a DC case against them and fulfill any other requirements laid down by the CCA

The Law & Politics Society Board

- i. **Executive Council**
The Executive council shall consist of:
 - President
 - Vice President
 - General Secretary
 - Treasurer
 - Convener Moots
 - Chair Publications
- a. The members of the Executive Council shall be reassigned annually by the outgoing Council, unless otherwise specified.
- b. The members of the Executive Council will organize a recruitment drive in collaboration with other Departments every academic year.
- c. The members of the Executive Council must adhere to the LPS Constitution.

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- d. 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.
 - e. The Executive Council shall oversee and approve the annual LPS events calendar and ensure that each event is carried out efficiently and appropriately.

ii. **Directors**

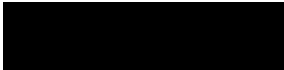
- a. There shall be a maximum of three directors per department.
- b. The application process for directors will be conducted after the appointment of the Executive Council.
- c. The Directors shall be chosen on the basis of their interviews, application and thereafter a majority vote by the Executive Council.
- d. The Executive Council shall have the discretion to promote any member as a director without the requisite procedure, on the basis of their performance at any time during the academic year.

Functions of Executive Council Members

i. **President:**

- a. Shall function as the link between the Society and the Administration.
- b. Shall have the responsibility of calling at least once the Executive Council and Head of Department's meeting every 2 weeks.
- c. Shall have the deciding vote in affairs of the society unless the Patron dissents.
- d. Shall ensure that each member of the board fulfills his/her responsibility.
- e. Shall maintain, update or amend the LPS constitution when necessary with the authorization of the Executive Council and Patron.
- f. Shall oversee the contents of the LPS website/Social media accounts and computer account with Executive Council.
- g. Shall be in charge of organizing annual interviews for the reassignment of the Executive Council and LPS board with Vice President.

ii. **Vice President:**

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- a. Shall ensure the members of the Executive Council remain informed of all major decisions pertaining to the society.
 - b. Shall maintain organizational records (lists, schedules, agendas, sign-up sheets etc.)
 - c. Shall write and maintain a checklist of operations to be done over by every office-bearer prior to any project.
 - d. Shall be in charge of arranging annual/quarterly awards/certificates.

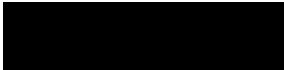
iii. General Secretary:

- a. Shall oversee and maintain all society email correspondence.
- b. Shall maintain a directory of society members and their contacts.
- c. Shall keep a track record of volunteer involvement throughout the year.
- d. Shall be in charge of authorizing the distribution and proper use of LPS letterheads.
- e. Shall maintain an official record of all external contacts and concerned LUMS Alumni.
- f. Shall maintain and update annual record of LPS Executive Council position holders, LPS offices, LPS members, members of Advisory Committee, and Faculty Affiliates.
- g. Shall be responsible for organizing various meetings within the society, including general body meetings, meetings within the Council members and with various departments.

iv. Treasurer:

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

- a. Generating a detailed annual budget (with the members of the executive committee) and shall ensure that all funds are used appropriately.
- b. Generating a budget of all events at least a month in advance of the event.
- c. Getting approval of the budget with the patron as well as the administration and accounts office.

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- d. 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.
 - e. Keeping account of all receipts and expenses, as well as all income and donations.
 - f. Shall be responsible for maintaining an official record in LPS.
 - g. Computer account and relevant attestation for all money that the Society uses.
 - h. Shall be responsible for getting approvals from the CCA for all society events throughout the year.

v. **Convener Moots**

- a. Responsible for planning, organizing, and ensuring participation in national moot court competitions.
- b. Directly supervising all the departments with the Vice President for the purpose of the Moot Competitions organized by LPS.
- c. Keeping track of Local Moot competitions and preparing and sending teams for these competitions.
- d. Working with the treasurer and the marketing department to raise funding for the annual moot competition.

vi. **Chair Publications**

- e. Responsible for overlooking all material published by LPS on electronic or print media.
- f. Ensuring the preparation of comprehensive write-ups on each of LPS's event.
- g. Shall be responsible for organizing events related to publications.
- h. Preparing the annual society report to be submitted to the CCA at the end of the academic year.



Chapter III

Departments & Departmental Functions

i. The Law & Politics society shall consist of the following departments:

a. **External Relations**

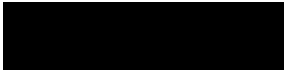
The department shall be responsible for:

- Building up on the existing database of contacts.
- Procuring the contacts of various personalities such as lawyers, judges, politicians, journalists, celebrities, public officials, philanthropists, etc.
- For the Moot Court Competition:
 - Reassembling and updating the existing database,
 - Coordinating with the Moots team to gauge the number of judges that shall be required for the event.
 - Thereafter, sending out invites and contacting judges in a timely manner.
- Providing the guests with the necessary protocol including:
 - Effective communication with the guests and dealing with their queries and concerns.
 - Hosting guests and escorting them to the venue.

b. **Human Resources**

The department shall be responsible for:

- Marinating database (email, phone number, etc.) of the general body of the society.
- Sending out emails and texts for the General Body Meetings.

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- Coordinating with other departments to know their requirements related to hiring, especially during the Moot Court Competition.
 - Arranging and coming up with activities to make the society more coherent and inclusive.
 - Arranging training sessions for the members when required. For example, bailiff training for the Moot Court Competition.

c. Operations and Finance

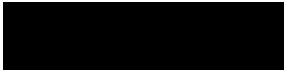
The department shall be responsible for:

- Managing the procurement, tracking and reception of materials and products required by all LPS departments;
- Managing all printing functions of LPS society that includes printing of certificates, flexes, identification tags etc.
- Handling all CCA office work that includes event approval, auditorium bookings etc.
- Arranging transportation, refreshments, security etc. for all the events that LPS organizes;
- Arranging the relevant and necessary resources as per the requirements of other departments through LUMS Procurement department
- Maintaining a record of all financial indents, purchase requisitions, administration correspondence, memorandums of understanding and related documents along with a record of all cheques and related documentation

d. Marketing

The department shall be responsible for:

- Designing, implementing and monitoring a comprehensive annual Marketing plan for Society;

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- Maintaining and develop current and potential partner relationships within the corporate sectors and otherwise, in order to secure supports for various LPS projects;
 - Acting as a liaison and networking with a range of stakeholders in order to source and secure sponsorships for LPS events;
 - Establishing a network within the society so that members can exchange information about any potential sponsors
 - Coordinating with the LUMS marketing department and the marketing department of the particular company or agency in the eventual stage of finalizing the terms of the Memorandum of Understanding (MOU).

e. **Media and Promotions**

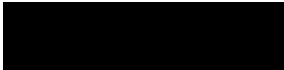
The department shall be responsible for:

- Covering all events of LPS.
- Maintaining backup of media/pictures of all events throughout the Year.
- Coordinating with Marketing and Publications department and provide them with the material needed by them.
- Projection of events on the social media pages of LPS.
- Posting all promotional material and pictures related to the Society on social media.
- Managing and updating the LPS website along with publications department
- Providing content and designing for the LPS Blog/Newsletter “The Political Animal” in collaboration with Publications Department

f. **Moots**

The department shall be responsible for:

- Planning, organizing, and ensuring participation in moot court competitions hosted by LPS.
- Directly supervising all departments with the Vice President for the purpose of the Moot Competitions organized by LPS.

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- Keeping track of Local Moot competitions and assisting in preparing and sending teams for these competitions.
 - Working with the Treasurer and the Marketing department to raise funding for LPS Moot Court Competitions.

g. Publications

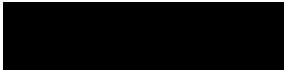
The department shall be responsible for:

- Maintaining the official Facebook page of LPS and an online blog that shall include:
 - Updates on events organized by the society.
 - Articles and papers written by students, faculty members and alumni on current legal and political issues
 - Any other pertinent material
- Collecting, editing and formatting the material to be posted on the blog or on the LPS Facebook page.
- Publishing a yearly journal that shall include the best articles, papers, responses and opinions that were posted on the blog during the year.
- Editing, formatting, printing and distributing the journal.
- Submitting a monthly plan of their activities with deadlines to the Executive Council.
- 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.
- Providing content for the LPS website, and updating it along with the Media and Promotions department

h. Social Responsibility Program

The department shall be responsible for:

- Working on increasing basic awareness of legal rights in the larger community, as part of the society's outreach initiative.
- Working along with the Executive council to come up with different social initiatives, on which the society would work all around the academic year.

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- Contacting different NGOs and other welfare organizations to ensure smooth running of the projects

General Guidelines

- ii. Each department shall have a Director who would be appointed by the Executive Council.
- iii. 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.
- iv. 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.
- v. 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.
- vi. Any department that requires sponsorship shall be responsible for preparing a proposal, and submitting it to the Marketing department. The said department shall make arrangements accordingly.
- vii. 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 department. The said department shall make arrangements accordingly.
- viii. Each department shall be required to personally guide and support the succeeding Directors and members in executing their duties as efficiently as possible.

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



Chapter IV

Patron

- a. The Patron(s) of the Law and Politics Society must be a faculty member in the Lahore University of Management Sciences.
- b. The Patron shall be nominated by the outgoing Patron and by the Executive Council of the year.
- c. The Patron may nominate an acting Patron in the event of non-availability due to sickness, leave or sabbatical.
- d. The Executive Council may petition the current Patron for the addition of a Co-Patron.
- e. The Executive Council may elect a new Patron according to the changing needs of the Society.



Chapter V

Code of Conduct

Actions Accountability

i. Tolerance Policy:

There will be no tolerance of misconduct by any society member, irrespective of their position in the society. The Executive Council reserves the right to terminate or suspend the membership of any member in response to a complaint received to them by another society member. This complain can be based on disciplinary issues, (sexual) harassment, (cyber) bullying, use of intimidation or any other action which breaches another member's fundamental rights. This decision will be reached through a simple majority between the Executive Council and the Patrons, after a clear examination of all facts and events preceding such a complain. The patrons may overlook the fact-finding procedure.

ii. Procedure to make a complain:

Every year as the new general body is formed; they must be educated on the procedure of filing a complaint to the Disciplinary Committee (DC) or the Office of Accessibility and Inclusion (OAI), which should always be encouraged foremost. However, if the complainant only wants to alert the society, all complaints against a member of the General Body, an Assistant Director or Director must be made via email to personal LUMS email addresses of the Executive Council and the Patrons. If the complaint is against a member of the Executive Council, the complaint can be made to any other Executive Member the complainant feels comfortable with, along with the Patrons. However, the complainant can choose to directly approach the Patrons in such a case.

Unless the complainant has personal reasons, the Executive Council must guide them to the Disciplinary Committee (DC) or the Office of Accessibility and Inclusion (OAI) as per the case, as to better assist the complainant. The complainees must be given a holistic reason for the actions being taken against them.