

THE CONSTITUTION OF LUMS SOCIETY OF CHEMICAL SCIENCES AND ENGINEERING (LSCSE)

This is the official constitution for the LUMS Society of Chemical Sciences and Engineering (LSCSE) which was founded by Muhammad Azhan in 2018. This constitution serves as the model and guideline for the Society. It was formally written by the Vice President (2019-2020), Zainab Imran, supported by the members of the Executive Council (EC) 2019-2020 of LSCSE i.e., President, Muhammad Azhan; Treasurer, Momin Imtiaz; and General Secretary, Muhammad Bilal Naeem. The EC acknowledges the contribution of Dr. Irshad Hussain, the Patron of the Society, and Dr. Habib-ur-Rehman, the founding co-Patron of the Society whose guidance was of the utmost importance in the formation of this constitution.



L S C S E

ARTICLE I **Name and Objects**

Section 1

The name of this society will be the LUMS Society of Chemical Sciences & Engineering and hereafter will be referred to as LSCSE. The official email for the society is lscse@lums.edu.pk.

Section 2

The vision includes: -

Using the fundamental knowledge of Chemical Sciences and Engineering to spread awareness regarding scientific developments, technological innovations, and environmental concerns, whilst promoting a culture of research and critical thinking at both a national and international level. To make the learning of Chemical Sciences and Engineering more creative, providing a platform to cultivate and enable keen students and researchers to think outside the box for the benefit of the society at large.

Section 3

The mission of the LUMS Society of Chemical Sciences & Engineering (LSCSE) is: -

- 1) To organize popular lectures and seminars which will provide a platform for university students to engage in a valuable exchange of thoughts and ideas, witness practical demonstrations of emerging concepts, and partake in one-on-one conversation with accomplished faculty members, academia, and relevant industry professionals.
- 2) To apprise students of current global affairs and encourage them to participate in different events related to chemical sciences and engineering.
- 3) To hold competitions within and outside LUMS in order to incite a passion for chemical and other natural science disciplines.
- 4) To promote a culture of sustainability and environmental responsibility.
- 5) To synthesize and publish the research conducted by students and researchers at LUMS as well as its affiliates in a collected and organized database.
- 6) To add value to the community through the society's social responsibility initiatives.

7) To maintain all local and international linkages, chapters, and affiliations with sovereign entities and institutions.

Section 4

The Core Values of the LUMS Society of Chemical Sciences & Engineering (LSCSE) include: -

- Dedication: Commitment to passionately fulfilling the vision and mission of the Society.
- Merit: Recognition and reward based on individual and team efforts and hard work.
- Innovation: Adding positive value to Society, institution, and community initiatives.
- Teamwork: Mutual cooperation for the benefit of the Society, institution, and community at large.
- Creativity: Cultivating original ideas and outside-of-the-box thinking to advance the mission of the Society.
- Respect: Tolerance, acceptance of diversity, acceptance of authority and jurisdictions, firm ethics, unwavering integrity, and openness to change.

ARTICLE II
Restrictions and limitations

Section 1

To maintain affiliation of the aforementioned society with CCA Office of LUMS, we bear by the following regulations:

- 1) Abide by the established policies of the Lahore University of Management Sciences (LUMS), and its Office of the Student Affairs (OSA).
- 2) Abide by all the LUMS decreed campus regulations and local laws mentioned in the undergraduate handbook 2019-2020 and its future versions.

ARTICLE III
The Composition of the LSCSE

Section 1

The Executive Council is comprised of four members as elected by the current Executive Council with the panel of the former Executive Council, under the direction of the Patron & Co-Patron of the Society. Members of the Executive Council (EC) will serve for one year, extendable to two years, and may be removed by the President in consultation with the Patron and the Co-Patron of the LSCSE in case of severe misconduct or breach to the constitution of the LSCSE. An Executive Council member may resign by submitting his/her written resignation to the President of the EC via the LSCSE official email address, with the Patron of the society in copy.

The Patron reserves the right to increase or decrease the number of members in the EC. Currently, the four EC positions include: President, Vice President, Treasurer, and General Secretary.

Patron: Dr. Irshad Hussain

Co-Patron: Dr. Qasim Imtiaz

Designation	Name	Major/Year	Email address
President	Zainab Imran	BS Electrical Engineering/ Senior	21100153@lums.edu.pk
Vice President	Hira Shariq	BS Chemical Engineering / Junior	22100292@lums.edu.pk
Treasurer	Aneeza Hussain	BS Chemical Engineering / Junior	22100148@lums.edu.pk

General Secretary	Saif Ur Rahman	BS Electrical Engineering / Junior	22100001@lums.edu.pk
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Recognizing Former Executive Councils

- EC 2018-2019
 - President: Rimsha Irfan (BS Chemistry)
 - Vice President: Qasim Qayyum Kashif (MS Chemistry)
 - Treasurer: Muhammad Waasif Nadeem (BS Mathematics)
 - General Secretary: Muhammad Azhan (BS Chemistry)
- EC 2019-2020
 - President: Muhammad Azhan (BS Chemistry)
 - Vice President: Zainab Imran (BS Electrical Engineering)
 - Treasurer: Momin Imtiaz (BS Computer Science)
 - General Secretary: Muhammad Bilal Naeem (BS Computer Science)

Section 2

Departments of LSCSE:

- 1) Events and Management
- 2) Media and Promotions
- 3) Marketing and Finance
- 4) External Relations
- 5) Publications
- 6) Human Resources
- 7) Event Convening Committee

The executive council has the authority to add/remove departments in the society as per their requirement each year.

Section 3

Each department will consist of one Director, and up to four Assistant Directors (ADs). Co-Directors may be instated by the Executive Council on a need basis.

Each department will also have a number of team members, as per annual requirement, to work under the Directors and ADs. Team Member recruitment will be arranged and supervised by the Human Resources department under the supervision of the General Secretary and guidance of the EC. Directors will be at the liberty to select their own Team Members through the organized formal interview process, with consultation from the EC.

Section 4

The Event Convening Committee will consist of one event convener, three to four outreach ambassadors, and a body of volunteers.

Conveners and Outreach Ambassadors will be selected by the Executive Council from across the society's general body following an application and interview process for the flagship events. Event-specific volunteers may be selected by the Convener from within and outside the society for support. All departments and Directors will aid the Event Convening Committee with respect to their constitutional departmental responsibilities.

Section 5

The Process of Selection of the Executive Council, Directors, Assistant Directors and Team Members

1. Applicants for Presidency, Vice Presidency, General Secretary, and Treasury will be interviewed by the current Executive Council in association with an advisement panel containing the Society's Patron and Co-Patron. All applications, interview proceedings, and discussions leading up to the formal decision will be maintained in transparent record. A thorough formal report will be compiled for society and CCA records.
2. Directors and Assistant Director(s) will be selected by the current EC with input from the newly formed EC for the following term. All applications, interview proceedings, and discussions leading up to the formal decision will be maintained in transparent record. A thorough formal report will be compiled for society and CCA records.

3. Team Member(s) will be selected through an interview process by the newly appointed Directors and Assistant Director(s) following the formal recruitment season in the fall. The EC in effect will remain informed of Team Member inductions. All applications, interview proceedings, and discussions leading up to the formal decision will be maintained in transparent record.
4. The Executive Council in effect will reserve the right to promote or demote Directors and Assistant Directors in case of excellent performance or misconduct, respectively, with warning and due documented process of hearing.

Section 6

The eligibility criteria for the selection of members of the EC and the General Assembly

1. A member must serve in the LSCSE for at least one year before being eligible to apply for any position in the EC. Note that the length of tenure does not guarantee a position within the EC.
2. Applicants must have relevant experience linked to or in the field of the proceedings required in the applied for position.
3. Applicants must possess a CGPA of 3.0 or above.
4. Applicants must successfully fill out the relevant application forms and appear for the interview.
5. Applicants for any EC position must not have any background of disciplinary action by the Disciplinary Committee or Sexual Harassment Committee against them. In addition, a character and background check will be carried out and documented by the deciding committee, considering harassment, bullying, defaming, threatening, blackmailing, discrimination, abuse of power or privilege, hazing, and use of illegal substances on account of which the applicant will be disqualified.

ARTICLE IV

Responsibilities of the Patron, Co-Patron, and the Executive Council members

Section 1

Patron

The patron will provide guidance in the handling of funds and departmental relations, and will attend and assist in fundraising events, arranging sponsorships, organizing seminars, meetings, and events as requested by the President.

Co-Patron

Co-Patron will assist and support the Patron as required and will assume the role of Patron in the Patron's absence.

Section 2

President:

1. Legally represents the Society on all platforms and forums.
2. Chairs the Executive Council and General Assembly meetings.
3. Approves budget execution and all income and expenditures of the society.
4. Takes primary responsibility in all matters pertaining to foreign or international linkages, associations, and collaborations.
5. Plans, oversees, and approves the annual agenda and budget estimate prepared with the Vice President, Treasurer, and General Secretary.
6. Oversees and approves conference and event organization carried out by the Vice President.
7. Officially approves all content, media, publishing, announcements, plans, activities, sponsorships, collaborations, partnerships, official communications, and transactions prior to their execution as relayed from the departments to the EC and the President via the Vice President, Treasurer, and General Secretary.
8. Supervises the maintenance of all Society informative sites and research platforms.
9. Responsible for presenting the end-of-year financial report before the Patron of the Society.
10. Supervises and guides the Vice President, Treasurer, and General Secretary to make requisite arrangements, carry out delegated tasks, and produce required reports.

11. Maintains the charter of the association.
12. Facilitates decision making among Society members.
13. Provides overall leadership and direction to the association.
14. Provides advice and assistance to the succeeding President.

Vice President:

1. Legally represents the Society on all platforms and forums in the absence of the President.
2. Assists and supports the President as required, sharing in top-tier duties and responsibilities.
3. Takes primary responsibility for conference organization with support, guidance, and approval from the President.
4. Supervises and advises the proceedings of the Events and Management department, Media and Promotions department, and the Event Convening Committee(s). Reports all proceeding and updates to the President regularly and also when called upon. Seeks approval on Departmental activities and outputs from the President.
5. Required to perform any other duties assigned by the President.
6. Provides advice and assistance to the succeeding Vice President.

General Secretary:

1. Responsible for producing minutes & proceedings of Executive Council meetings.
2. Conducts and maintains voting records of the Executive Council's decisions.
3. Produces reports of all formal society proceedings and decisions as directed by the constitution.
4. Responsible for supervising and advising the Human Resources department in maintaining minutes of meeting and producing proceedings of the EC & Directorate and General Assembly meetings. Reports all proceeding and updates to the President regularly and also when called upon. Seeks approval on Departmental activities and outputs from the President.
5. Responsible for ensuring the arrangement and management of all logistics for meetings, events, and all society gatherings.
6. Responsible for supervising and advising the Human Resources department in organizing the fall recruitment season Orientation and Society interviews.

7. Responsible for supervising and advising the External Relations department and Publications department for society outreach and the maintenance of the Materials Research Society Chapter.
8. Manages the communication of the association, including sending e-mails, and supervising the Human Resources department in maintaining an up to date LSCSE membership database.
9. Required to perform any other duties assigned by the President.
10. Provides advice and assistance to the succeeding General Secretary.

Treasurer:

1. Prepares and presents ad-hoc drafts of the financial report when called upon by the President.
2. Responsible for presenting the official biannual financial report of the society before the Executive Council for review.
3. Guides and assists the Marketing and Finance department in accumulating sponsorship, collaborations, and partnerships. Reports all proceeding and updates to the President regularly and also when called upon. Seeks approval on Departmental activities and outputs from the President.
4. Responsible for handling all budgeting and financing of events, including transaction requests generated by the General Assembly. All transactions must be signed off by the President keeping the Patron informed and shared with the CCA Office accordingly.
5. Supervises the drafting of a memorandum of understanding (MOU) between LSCSE and the sponsors, to be approved by the President.
6. Drafts proposals for the budget required for tentative events to be held in the following academic year by the end of June, seeking approval from the President.
7. Legally represents the society before Sponsors in-meeting in case of seeking sponsorship funds in the knowledge and go-ahead of the President.
8. Required to perform any other duties assigned by the President.
9. Provides advice and assistance to the succeeding Treasurer.

ARTICLE V
Responsibilities of the Departments and the Directorate

Section 1

Events & Management

1. Proposes and organizes all LSCSE events, conferences, seminars, and the like, with consultation from the Vice President.
2. Drafts event proposals and seeks necessary approval from the CCA Office of LUMS.
3. Informs the Marketing & Finance department of required expenditures and seeks approval before carrying out any event related purchases.
4. Coordinates with the Media & Promotions department regarding the nature of upcoming events for timely and effective social media promotion and event coverage.
5. Coordinates with the Human Resources department to arrange manpower for the event.
6. Maintains the calendar and all documentation of scheduled events.
7. Aids the Event Convening Committee(s) in any and all event-related plans, efforts, and activities.
8. Responsible for conducting the annual department-specific training workshops to ensure that all members are aware of departmental and LUMS proceedings.
9. Responsible for carrying out any duties and tasks assigned by the Vice President.

Media & Promotions

1. Drafts media and promotional content prior to, during, and post all events, seeking guidance from the Vice President regarding content, design, and publishing, and approval from the President.
2. Responsible for uploading and publishing media and promotional content to the society's social media pages and other platforms following approval, ensuring that the society maintains an active and engaging online presence.
3. Maintains digital record of photos, videos, and footage of all Society proceedings and events where requested by the Vice President.
4. Responsible for updated council member photoshoots prior to major events and announcements.

5. Responsible for producing society theme videos as requested by the Vice President.
6. Responsible for the creation of Society name tags, photo banners, geo-filters, and all digital templates employed on official LSCSE designs.
7. Maintains and regulates the Society's online presence under the supervision of the Vice President in accordance with the Society's By-laws, the LUMS rules and regulations, as well as the local law.
8. Aids the Event Convening Committee(s) in any and all media-related plans, efforts, and activities.
9. Responsible for conducting the annual department-specific training workshops to ensure that all members are aware of departmental and LUMS proceedings.
10. Responsible for carrying out any duties and tasks assigned by the Vice President.

Marketing & Finance

1. Maintains day-to-day accounts of receipts and expenditures and all procurement indent copies submitted to the Procurement Department, reporting to the Treasurer.
2. Maintains a list of potential sponsors.
3. Responsible for drafting the official Memorandum of Understanding (MoU) with guidance from the Treasurer and approval from the President in case of partnership with a sponsor.
4. Responsible for presenting written proposals and requests before the Treasurer for any and all society transactions, as required by any department of the LSCSE.
5. Responsible for maintaining touch and generating financial requests before the CCA Office and the LUMS Marketing Department as advised by the Treasurer.
6. Responsible for dealing with vendors, managing the procurement, and tracking and reception of materials and products required by all LSCSE departments.
7. Ensure existence, maintenance, and functioning of an adequate system of internal controls through the LSCSE materials inventory in order to limit the yearly spending and avoid wastage of resources.
8. Aids the Event Convening Committee(s) in any and all finance-related plans, efforts, and activities
9. Responsible for conducting the annual department-specific training workshops to ensure that all members are aware of departmental and LUMS proceedings.

10. Responsible for carrying out any duties and tasks assigned by the Treasurer.

External Relations

1. Responsible for the periodic creation of content for the Society's social media pages to extend the society's outreach.
2. Responsible for maintaining touch with community schools and education institutions for the promotion of the society's events and ventures.
3. Responsible for maintaining society-led ventures such as the SSE Student Run Lab.
4. Responsible for engaging the student body periodically in creative ways to convey the messages, aims, and vision of the Society.
5. Aids the Event Convening Committee(s) in any and all external relations and outreach-related plans, efforts, and activities.
6. Responsible for conducting the annual department-specific training workshops to ensure that all members are aware of departmental and LUMS proceedings.
7. Responsible for carrying out any duties and tasks assigned by the General Secretary.

Publications

1. Responsible for maintaining a complete collection of research publications by the department of Chemistry and Chemical Engineering as well as all accessible research from other SSE departments and affiliated researchers.
2. Responsible for the periodic creation of informative posts for the Society's social media pages.
3. Responsible for the drafting, organization, and distribution of all Society publications.
4. Responsible for maintaining the chapter affiliation with the Materials Research Society, ensuring that all their requirements are met and beneficial opportunities through the MRS platform are utilized.
5. Aids the Event Convening Committee(s) in any and all publication-related plans, efforts, and activities.
6. Responsible for conducting the annual department-specific training workshops to ensure that all members are aware of departmental and LUMS proceedings.
7. Responsible for carrying out any duties and tasks assigned by the General Secretary.

Human Resources

1. Maintains the minutes of meeting and attendance for all Society convenings, responsible for producing records upon request from the EC.
2. Responsible for the timely organization of the fall recruitment season orientation (in collaboration with the Events & Management department) as well as the respective sessions of interviews.
3. Maintains the up to date LSCSE membership database and roster.
4. Responsible for the arrangement and organization of venues and equipment for all LSCSE meetings as requested by the General Secretary.
5. Ensures proper and efficient collaboration between departments in a healthy and supportive environment.
6. Responsible for operating a year-long online forum for society member feedback, suggestions, and complaints.
7. Caters to queries, concerns, and issues of all LSCSE members, resolving them within the department's own jurisdiction as best as possible while keeping the General Secretary in the loop, and reporting to the General Secretary in case of a non-simple resolution or constitutional violation.
8. Responsible for conducting and coordinating the annual peer review segment prior to the selection of the following year's council.
9. Aids the Event Convening Committee(s) in any and all human resource and manpower-related plans, efforts, and activities.
10. Responsible for conducting the annual department-specific training workshops to ensure that all members are aware of departmental and LUMS proceedings.
11. Responsible for carrying out any duties and tasks assigned by the General Secretary.

Event Convening Committee

1. Responsible for planning and managing the content of the respective event with aid from the department of Events & Management.
2. Responsible for seeking out support from the department of Marketing & Finance with regards to event expenditures and funding.

3. Responsible for visiting schools and educational institutions for the promotion of the society's event in coordination with the department of External Relations.
4. Responsible for ensuring the creation of attractive digital content to promote the society's event well ahead of event day and ensuring adequate coverage of the event itself in coordination with the department of Media & Promotions.
5. Responsible for delegating tasks and duties to volunteers and supporting members of the Event Convening Committee.
6. Oversees the execution of the event with mandatory on-ground presence.
7. Responsible for carrying out any duties and tasks assigned by the Vice President.

Section 2

Director

1. Represents the department and its views before the Executive Council.
2. Produces reports and documentation when called upon by the President and the EC.
3. Delegates tasks and duties as required to ADs and Team Members to accomplish targets.
4. Ensures that task deadlines are met timely.
5. Leads and gives direction to the department pertaining to tasks and agendas.
6. Ensures a healthy, comfortable, and supportive environment within and between departments.
7. Corresponds with Directors of other departments in case of cross-departmental collaborations.
8. Responsible for conducting recruitment interviews for Team Member positions, documenting the induction process as facilitated by the Department of Human Resources and the General Secretary.
9. Expected to report thoroughly and consistently to the respective supervising EC member on all matters and their progress. Required to report promptly to the President whenever called upon.
10. Ensures that all Assistant Directors and Team Members adhere to the code of conduct and Society bylaws, reporting any cases of misconduct to the General Secretary.

Assistant Director

1. Performs all tasks delegated by the Director, ensuring timely completion.
2. Coordinates with Team Members to further delegate tasks and ensure timely completion of agenda items.
3. Reports all progress to the Director.

Team Member

1. Performs all tasks delegated by the Director or Assistant Director(s)
2. Reports all progress to supervising Director or Assistant Director(s).

ARTICLE VI

Code of Conduct of Executive Council Members

As a member of the Executive Council (EC) of the LUMS Society of Chemical Science & Engineering (LSCSE), these are the rules and regulations outlined in the code of conduct that must be adhered to by all:

Section 1

Act with Integrity and Honesty

1. Transparency and openness in recruitments will be strictly upheld in all circumstances.
2. Executive Council position and its power must never be misused for a purpose that is besides the proceedings and interest of the Society itself.
3. All members of the Society must be looked after dearly and there must never be any action or intent of sabotage to cause harm to another member or the society as a whole.
4. Must uphold the highest standards of Academic and Individual Integrity and proper usage of intellectual property.
5. Inductions, promotions, demotions, and dismissals are expected to be based on merit and fair chance or after due documented process and hearing. Any act of nepotism, bias, or abuse of power will result in the EC member being terminated from their post and the Society. All such decisions and activities should be documented thoroughly and transparently for society records as outlined by the constitution.

Section 2

Put the Society's Best Interest Forward

1. Will be accountable for actions taken by the departments of the LSCSE.
2. Will take responsibility for their own decisions and their consequences.
3. Activities that bring disrepute to the society will be avoided.
4. The Society's mission, vision, and image will never be compromised, being kept first and foremost in sight when making all decisions.

Section 3

Act Impartially, Fairly, and in Good Faith

1. Self-interest, impulse, discrimination, and bias will be evaded.
2. Will take responsibility for one's own actions and decisions at all times.
3. Will act in a polite manner and be respectful and mindful towards fellow Executive Council members, Directors, Assistant Directors, Team Members and Volunteers of the LSCSE.

Section 4

Adhering to Moral Code and Ethics

1. Should not be involved in immoral or illegal activities such as harassment, bullying, defaming, threatening, blackmailing, discrimination, abuse of power or privilege, hazing, or using illegal substances with or towards any member of the LUMS community in any capacity. These are grounds for immediate dismissal following notice, due documented process, and hearing.
2. Any immoral or ethically intolerable activity in accordance with current happenings not explicitly outlined in Point 1 of Section 4, Article VI will fall under the ambit of the same intolerable activities, bearing similar repercussions and consequences following due documented process and hearing.

Section 5

Appropriate Information Usage

1. Information collected as an Executive Council member is expected to be used in a proper and honorable manner. The appropriate discretion will be adopted while disclosing or withholding a particular piece of information as confidential.
2. Will comply with privacy obligations in dealing with any kind of personal information received as an Executive Council member, maintaining complete confidentiality.
3. Will not discuss or share any of the Society's plans, matters, happenings, intentions, or discussions with non-LSCSE persons. Discussions in meetings of any nature between LSCSE members must be kept confidential unless otherwise stated by the President formally. Failure to comply may result in dismissal following an invasion of privacy proceeding.

Section 6

Use Executive Council Member Position Appropriately

1. Will never take undue advantage of the Executive Council member position for oneself, one's friends, one's family, or acquaintances of any kind.
2. Will never use his/her position to cause damage to the Society, its efforts, or its image.
3. Will decline favors or gifts that may influence one's independent judgment as an Executive Council member.

Section 7

Compliance with all Society By-laws

1. Will read through the Society by-laws carefully and adhere to the society rules as outlined by any and all clauses in this constitution.
2. Will understand and respect the jurisdiction of the power given to each member of the Executive Council as well as the Directors, Assistant Directors, and Team members as outlined in the respective articles, acting accordingly.
3. Will understand that not abiding by the Society bylaws may result in strict action including immediate dismissal of membership.

ARTICLE VII

Code of Conduct of the Members of the LSCSE General Assembly

As a member of the general assembly of LUMS Society of Chemical Science & Engineering (LSCSE), these are the general code of conduct that will be followed by all:

Section 1

Act with Integrity and Honesty

1. Transparency and openness in all matters (including recruitment in the case of Directors) will be strictly upheld.
2. Positions and their power must never be misused for a purpose that is besides the proceedings and interest of the Society itself.
3. All members of the Society must be looked after dearly and there must never be any action or intent of sabotage to cause harm to another member or the society as a whole.
4. Must uphold the highest standards of Academic and Individual Integrity and proper usage of intellectual property.
5. Inductions carried out by Directors for their respective departments are expected to be based on merit and after due documented process and fair chance. Any act of nepotism, bias, or abuse of power will result in the member being terminated from their post and the Society. All such decisions and activities should be documented thoroughly and transparently for society records as outlined by the constitution.

Section 2

Put Society's Best Interest Forward

1. Will be accountable for actions taken by their respective departments (for Directors).
2. Will take responsibility for their own decisions.
3. Activities that bring disrepute to the society will be avoided.
4. Self-interest, impulse, discrimination, and bias will be evaded.
5. The Society's mission, vision, and image will never be compromised, being kept first and foremost in sight when making all decisions.

Section 3

Act Responsibly, Fairly, and in Good Faith

1. Will take responsibility for the tasks assigned to oneself.
2. Will take responsibility for one's own actions and decisions at all times.
3. Will be on time for all meetings and will notify timely in case of absence or tardiness.
4. Will prioritize the tasks, agendas, and happenings of the society by putting one's best effort forward and contributing towards the society despite personal activities.
5. Will never use his/her position to cause damage to the Society, its efforts, or its image.
6. Will act in a polite manner and be respectful and mindful towards the Executive Council, fellow Directors, Assistant Directors, Team Members and Volunteers of the LSCSE, extending the highest form of respect and acknowledging the authorities and jurisdictions of all members of the society.

Section 4

Adhering to Moral Code and Ethics

1. Should not be involved in immoral or illegal activities such as harassment, bullying, defaming, threatening, blackmailing, discrimination, abuse of power or privilege, hazing, or using illegal substances with or towards any member of the LUMS community in any capacity. These are grounds for immediate dismissal following notice, due documented process, and hearing.
2. Any immoral or ethically intolerable activity in accordance with current happenings not explicitly outlined in Point 1 of Section 4, Article VII will fall under the ambit of the same intolerable activities, bearing similar repercussions and consequences following due documented process and hearing.

Section 5

Appropriate Information Usage

1. Information collected as an LSCSE member is expected to be used in a proper and honorable manner. The appropriate discretion will be adopted while disclosing or withholding a particular piece of information that pertains to the society or its members.

2. Will comply with privacy obligations in dealing with any kind of personal information received as an LSCSE member, maintaining complete confidentiality.
3. Will not discuss or share any of the Society's plans, matters, happenings, intentions, or discussions with non-LSCSE persons. Discussions in meetings of any nature between LSCSE members must be kept confidential unless otherwise stated by the President formally. Failure to comply may result in dismissal following an invasion of privacy proceeding.

Section 6

Compliance with all Society By-laws

1. Will read through the Society by-laws carefully and adhere to the society rules as outlined by any and all clauses in this constitution.
2. Will understand and respect the jurisdiction of the power given to each member of the Executive Council as well as the Directors, Assistant Directors, and Team members as outlined in the respective articles, acting accordingly.
3. Will understand that not abiding by the Society bylaws may result in strict action including immediate dismissal of membership.

ARTICLE VIII

Plan of Action

Section 1

We aim to organize different events with industry professionals, inspirational motivators, policy makers, and academic researchers to enlighten the LUMS community on new developments and the progress in the world of chemical sciences and engineering.

Section 2

We aim to provide a platform for aspiring student researchers to write about their fields of interest related to chemistry such as but not limited to environmental issues, thereby enlightening the greater community on these topics. Through the platform of LSCSE, we also aim to synthesize and make accessible the research papers for the general LUMS community. Moreover, we will maintain a webpage where all work in the field made accessible to the society will be uploaded, as well as information regarding upcoming events. Furthermore, we plan to publish a yearly magazine, covering not only the research done by the Chemistry and Chemical Engineering department but also the work done by other science disciplines and the Syed Babar Ali School of Science and Engineering departments at LUMS.

Section 3

Using the platform of LSCSE, we aim to invite international and local academia and researchers from elite universities and researching platforms to interact with the students at LUMS and share their exciting contributions to their fields.

Section 4

This society aims to be inclusive, and to this end, we aim to hold interactive events with students from the rest of LUMS where they can both learn about chemical sciences and engineering and participate in related activities. Not only will this initiative spark their interest in the subject, but it will also increase interaction among students of different disciplines whilst engaging them with the society through knowledge of imminent crises and the roots of their potential solutions in science.

Section 5

We aim to conduct an annual chemistry-based competition for high school / A level / FSc students which will include but is not limited to events of the nature of case studies involving basic forensic work in the lab, chemistry-based quiz rounds, and discussions / debates targeted at resolving real world concerns. This will provide school students with greater exposure to the Chemical Sciences and Chemical Engineering activities at LUMS as well as the relevant developments in the local and global society.

Section 6

We aim to organize an annual event in which bright minds from all over the Pakistan would compete to find a feasible solution to a common world problem. The theme for this competition, named Synergize, will vary each year and will be decided with the input from the LUMS Chemistry department. Potential themes include Pakistan's energy crisis, inaccessibility to clean drinking water, inaccessibility to basic first aid and medicine, the industrial movement away from organic foods to induced rapid farm growth, slow crop yields, inability to maintain crop exporting standards, untapped energy solutions in Pakistan, AI integration for smart farming, and the like. Each year we plan to partner with a sponsor from the relevant industry to put up a cash prize for whoever pitches the most concrete, well thought out, and practical solution to a crisis that Pakistan is facing.

Section 7

We aim to spread awareness related to general chemistry and sustainability in everyday life through our social media accounts and host events or competitions to provide a platform for the students of LUMS to express their passions in science in unique and creative ways. We aim to create a channel through the LSCSE by which chemistry and other science disciplines can intertwine with the humanities and social sciences in the form of poetry, the written word, art, or any other preferred form of expression.

ARTICLE IX
Code of Conduct of Meetings

Section 1

The single best way to gauge the effectiveness of the Society's initiatives is through the meetings conducted each year. Executive council members are expected to conduct frequent meetings to discuss the welfare and progress of the society and its initiatives.

Following are the ground rules that must be adhered to by an Executive Council member of the LUMS Society of Chemical Science and Engineering (LSCSE):

1. Will be present and punctual at every meeting unless otherwise approved by the President directly.
2. Will give advanced notice to President in case one is unable to attend the meeting or is running late due to legitimate reasons / obligations.
3. Will come prepared for the meeting by prior reading of agenda, emails, or any important relevant documents.
4. Will respect differences of opinion during the meeting and always respect others' decisions within their own jurisdiction.
5. Will speak politely and refrain from indulging in heated or controversial arguments.
6. Will engage in constructive and healthy discussions with positive contributions.
7. Will accept any decisions that are approved by the President even if one personally disagrees with them, unless the decisions passed contradict with the LSCSE's bylaws, LUMS rules and regulations, or other legal / cultural implications in the country. In such a case, the decisions will be further discussed until a reasonable one is reached by the President.
8. Will treat other society members with respect and ensure that no member's behavior lingers into the categorization of bullying, harassment or discrimination.
9. Will communicate concisely and effectively, avoiding long speeches or discussions digressing from the topic at hand.

Section 2

Notice of any meeting of the Executive Council convened Departments or General Assembly will be sent to each member of the relevant audience by the Executive Council at least two days before the meeting commences.

Notice of intradepartmental / intradepartmental meetings held by Directors will be conducted with at least a 1 day notice prior to their commencement.

Section 3

Following are the ground rules that must be adhered to by all General Assembly members of the LUMS Society of Chemical Science and Engineering (LSCSE):

1. Will be present and punctual at every meeting unless otherwise approved directly by the department Director or the General Secretary (in case of Directors).
2. Will give advanced notice to Director / General Secretary in case one is unable to attend the meeting or is running late due to legitimate reasons / obligations.
3. Will come prepared for the meeting by prior reading of agenda, emails, or any important relevant documents.
4. Will respect differences of opinion during the meeting.
5. Will respect the jurisdictions of department Directors, the Executive Council, and the President.
6. Will speak politely and refrain from indulging in heated or controversial arguments.
7. Will engage in constructive and healthy discussions with positive contributions.
8. Will accept any decisions that are approved by the President even if one personally disagrees with them. In case the decisions passed contradict with the LSCSE's bylaws, LUMS's rules and regulations, or other legal / cultural implications in the country, one will politely address the concern so that the President may reach another better suited decision.
9. Will treat other society members with respect and ensure that one's behavior lingers into the categorization of bullying, harassment or discrimination.
10. Will address disagreements privately or with Directors as judged adequate instead of indulging in public or in-meeting argumentative displays.

Section 4

Following are the ground rules that must be adhered to by all members of the LUMS Society of Chemical Science and Engineering (LSCSE) when dealing with Vendors, Sponsors, Volunteers, and Other Out-of-Society Interactions:

1. Will treat vendors, staff, sponsors, and volunteers corresponding with the society with respect.
2. Will report any case of misconduct in dealing with non-Society members involved in the Society's effort to the Human Resources Director who is thereby required to address it with the General Secretary.
3. Will refrain from interacting with the Society's partners / sponsors who do not lie in the immediate jurisdiction of the Society member's responsibilities.
4. Sponsors may only be approached or spoken to with approval from the President. Other entities working with the Society may also only be approached through approval from the President of the Society.

ARTICLE X **Accountability**

Section 1

A Society member may be demoted or dismissed from his/her duties and the LSCSE in case of lack of fulfillment of duties, disrespect of authority (including the Director, Executive Council, and President's jurisdictions and approval), misconduct or immoral activity against the objects mentioned in this constitution or which in any way intends to adversely affect the society, its reputation, or deliberately bring harm to another member of the Society or LUMS community following notice and due documented process.

While a Society member is being tried in a case, s/he will be suspended from his/her duties until the verdict of the investigation is reached.

If a case is launched against or involves in any capacity a member of the Executive Council, the EC member will be removed from the panel of the investigation, facing the same notice and due documented process.

This clause is not limited to on-campus or off-campus society activities but will consider any incident reports from any member of the LUMS community with equal importance and due documented process.

Section 2

A Society member may contest his/her position following an indication, promotion, demotion, or dismissal once by reporting his/her arguments before the Executive Council, led by the President of the society, after the announcement of the decision. The member is not entitled to the reversion of the decision unless deemed fit by the President of the Society.

A Society member may not contest the decision following notice, due documented process, and hearing prior to the announcement of the decision if the case violates the moral or ethical code of conduct as outlined by this constitution under Section 4, Article VI and VII. In case of suspected violation of fair process, the member may appeal the decision before the President of the Society.

Section 3

In case of violation of the LUMS code of conduct as outlined by the Disciplinary Committee or the Committee on Sexual Harassment and the Office of Inclusion, the President may elect to forward the case to the respective committee, following notice to the member and due internal society-level processing.

While a Society member is being tried in a case, s/he will be suspended from his/her duties until the verdict of the investigation is reached.

If a case is launched against or involves in any capacity a member of the Executive Council, the EC member will be suspended from his/her duties until the verdict of the investigation is reached.

In case of a verdict by the Disciplinary Committee or Committee on Sexual Harassment by the Office of Inclusion penalizing a member of the Society, the member will no longer be associated with the Society in any capacity and will be issued a notice of dismissal requiring that the member officially remove all traces of prior association with the Society on one's public profile or resumé.

The constitution will reflect such a dismissal of an Executive Council member by the removal of their name in record accordingly.

Section 4

The Department of Human Resources will be responsible for sharing any reports of misconduct with the General Secretary who may then forward it to the Executive Council for due documented process in case of violation of an object of this constitution and the Society bylaws or violation of the LUMS code of conduct.

On instruction of the President in cases of violation of the LUMS Code of Conduct, the General Secretary will be responsible for informing the accused of an impending process, apprising the member through an official email notification at least 2 days prior to the case proceeding, keeping the Patron in CC.

The Society hearing committee consisting of the President, Patron, and Co-Patron will review the allegation put forward, considering the evidence against the tried member and documenting this evidence in a formal report.

The committee will then allow the member to explain and defend his/her case, listening without predetermined bias, and adding the testimony to the formal report.

The committee will convene and discuss the case after obtaining both the incriminating evidence and defense until a 2/3 majority verdict is reached by the Executive Council in agreement with the opinion and inclination of the Society's Patron and Co-Patron.

The member will be apprised of the verdict through an official email with the Society's Patron in CC.

Section 5

The aforementioned code of conduct may be updated and/or replaced by the Executive Council of the LUMS Society of Chemical Science & Engineering (LSCSE) in accordance to the changing trends, obligations, and requirements, as amended by the President of the society and approved by the Patron.

ARTICLE XI

Finance

Section 1

1. The Budget allocation shall be undertaken by the Treasurer with approval from the President. The President may discuss and seek budgetary advice from the Patron as needed prior to granting the approval.
2. All procurement procedures will require the approval of the President.
3. The event fees and/or any registration charges will be prescribed by the Treasurer with approval from the President.
4. The accounts of the society in relation to the events and activities will be prepared and maintained by the Treasurer, reporting to and updating the President regularly and when called upon.
5. The funds required for events and activities may be collected through sponsorships or funds from LUMS.

ARTICLE XII
Amendment to this Constitution

Section 1

1. Amendment to this Constitution will be deemed to be law and appropriately made if done through the consent of the:
 - a. The Patron and,
 - b. The President.
2. Any notification pursuant to this Constitution must be made to the Vice Chancellor and the LUMS Faculty, CCA Office, Staff and Students by the Society Patron, as and when deemed appropriate by the Patron.
3. The Society Constitution should serve as a guiding light for the common beliefs, goals and aspirations of all members of the Society, without any discrimination, favor or ill-will.

Section 2

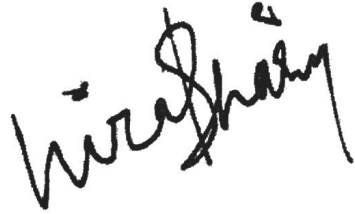
1. Any petition for amendment of this Constitution and the reasons shall be submitted in writing to the Executive Council, over the signatures of not fewer than 20 members of the society. The petition will be dealt with within five working days and be reported to the Patron of the Society after due consideration by the President and the President's approval.
2. The society Patron and co-Patron reserve the right to suggest changes in the Constitution to the Executive Council.

Approval

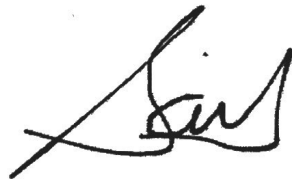
I have read the contents of the constitution and find it in accordance with the prescribed rules & regulations. I hereby authorize the promulgation of the constitution.



Zainab Imran
President LSCSE



Hira Shariq
Vice President LSCSE



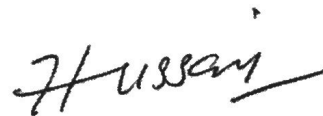
Saif Ur Rahman
General Secretary



Aneez Hussain
Treasurer



Dr. Qasim Imtiaz
Co-Patron LSCSE



Dr. Irshad Hussain
Patron LSCSE