



# LSMS

LUMS STUDENTS MATHEMATICS SOCIETY

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## Article I: Name and Purpose:

Name: the name of the organization shall be LUMS Students Mathematics Society

Purpose: The LUMS Students Mathematics Society works to bring science and mathematics to the everyday coffee table. It is a group of talented, motivated and well-rounded individuals who have promised to deliver this proliferation of mathematics. Mathematics has, quite unfortunately, been a subdued affair in our higher secondary education system and that has led to a decreased interest in Math in University. The LSMS aims to foster an interest in Math by having events that bring out the fun side of math. For people who are already math enthusiasts, LSMS provides ample exposure and aids in participation in conferences both on national and international level.

## Article II: Structure

1. Executive Council
2. Extended Council
3. Directorate
4. General Body

## Article III: Executive council

### Section 1: Composition

1. President
2. Vice President - Events
3. Vice President - Administration
4. General Secretary
5. Academic Event Head

The council will also consist of two/three advisory council members who

- Should have served in LSMS for three or more years
- May or may not have served in the previous executive council
- Are responsible for taking quarterly updates from the current executive council
- Do not have voting rights
- Can be sought at times of guidance and crisis
- Should not be a part of any other society's executive council

## Section 2: Eligibility Criteria

1. They must be active, serving members of the LUMS Students Mathematics Society.
2. They should have experience of at least two years in the society.
3. They cannot have Executive council positions in any other society other than the LUMS Students Mathematics Society.
4. No Executive Council member may hold the same office for more than one year and the President may not re-apply for the Council in the successive year. They may become a part of the advisory council
5. They are not eligible to apply for an EC position if they have already applied for an exchange program or a semester abroad in the upcoming academic year.
6. They should have a GPA above 2.5 and should not have been reported to the Disciplinary Committee.

## Section 3: General powers of the Executive council

1. The Executive Council holds sole authority when making decisions for or on behalf of the society.
2. Any decision taken collectively by the Executive Council and Senior Council will

require a simple majority amongst its members.

3. The Executive Council shall ensure that this constitution is respected and upheld by all members of the society.
4. If the constitution is silent on a matter, the Executive Council must respond to any given issue based on precedent.
5. All members of the Executive Council must conduct themselves as role models for the remaining members of the Society and must present themselves in a manner representative of the values of the Society, including, but not limited to, the qualities of honesty, integrity, justice, discipline, professionalism and approachability.

#### Section 4: Division of powers and duties

1. The duties of the President shall be:

- Attend the Student Organizations Orientation Session at the beginning of the academic year.
- Attend all meetings and activities or send a member in his/her place.
- Review and understand the current constitution and manage the society accordingly
- Ensure that the members understand the rules and regulations as determined by the Constitution.
- Adhere to all university policies.
- Fulfill all other responsibilities that are assigned to the President.
- Take decisions when a particular issue is not is not discussed in the constitution

2. The duties of the Vice President-Events shall be:

- Interact with university offices on continuous basis and work as a liaison between the society and management.
- Focus specifically on events and work closely with Events Department to ensure that LSMS continues to come up with creative and mind-boggling

events

- Preside over meetings in the absence of the President.
- Make sure that all the university policies regarding events are followed
- Work as a liaison between society and management
- Assist the president in all matters
- Guide the directorate and the general body on all the matters

3. The duties of the Vice President Administration shall be:

- Prepare budget requests for review by the end of the Summer Semester. In case of summer semester phase out, this deadline will extend three weeks after the end of Spring Semester classes.
- Take regular updates and ensure smooth running of all the departments especially logistics, social and marketing
- Attend the Officer's Orientation Session every Fall Semester.
- Submit bills, receipts, invoices to Extra-curricular staff
- Ensure that all members have paid their dues.
- Maintain an accounting system to record all income and expenses.
- Deposit any funds into the Student Organization/LUMS Account, maintained at the Accounts Office.
- Preside over meetings in the absence of the President.
- Make sure that all the university policies regarding events are followed
- Work as a liaison between society and management
- Assist the president in all matters

4. The duties of General secretary shall be:

- Make a note of all minutes of meetings throughout the year
- Handle all administration duties of the society

- Disseminate information/decisions made by the society to all the members of the society.
- Focus specifically on smooth running of the departments like marketing, external promotion and registrations, and HR and publications
- Also make sure that the all decisions are made in accordance with the constitution

5. The duties of Academic Event Head shall be:

- Plan event from start to finish according to requirements, target audience and objectives
- Come up with suggestions to enhance the event's success
- Ensure adherence and obedience throughout the event
- Source and negotiate with vendors and suppliers
- Coordinate all operations
- Approve all aspects before the day of the event
- Ensure event is completed smoothly and step up to resolve any problems that might occur
- Analyze the event's success and prepare reports

## Article VI: Directorate

### Section 1: Composition

The directorate will consist of the following

- Directors
- Convener Sigma
- Convener Intra-LUMS and Talks

### Section 2: Departments

1. Events: the events department will be responsible for designing and ensuring smooth functioning of all society events such as SIGMA and Intra-LUMS. Duties include:
  - Collaborating with conveners to discuss the details of the events
  - Selecting Event Heads for Sigma and Intra-LUMS
  - Discussing and approving logistical requirements of events
  - Making detailed event plans
  - Designing all events including their theme, format of rounds and questions



2. Logistics: the logistics department is responsible for fulfilling the logistical requirements of all departments and events including the socials. Duties include:
  - Discussing and approving logistical requirements of events
  - Raising timely PRs for all logistical requirements
  - Collection of logistics from store and proper distribution of logistics to all events
  - Collecting remaining logistics after events and placing them in LSMS store
  - Booking venues for events and socials
  - Collecting money, placing orders and distribution of shirts/hoodies for orientation and Sigma (only if they are provided by the society. If sponsored, this falls under the domain of marketing)
  - Keep record of the society account and reimbursements of student expenditure.
  - Assist the department of Promotions and Design in printing of standees and posters
  - Arrange a one/two-day society trip by gathering information from travel companies, estimating the cost of feasible trip places and choosing the best one after taking opinion of the society members.
  - Contacting vendors and preparing excel sheets and quotations for social events
  
3. Marketing: the marketing department is responsible for negotiating deals with various organizations to act as sponsors for LSMS events. Duties include:
  - Prepare a marketing proposal with LSMs events and types of sponsorships.
  - Prepare a list of all potential sponsors with their contact details
  - Call potential sponsors well in advance of events to discuss deals and hold meetings with marketing departments of target companies.
  - Prepare Memorandum of Understanding (MOU) for every sponsor and get it approved from ECA office.
  - Collection and distribution of free/discount/meal vouchers and hoodies/shirts for winners, participants and general body.

4. **Human Resource and Publications:** this department is responsible for effective communication among the entire general body. Duties include:
  - Provision of venues for General Body Meetings (GBMs).
  - Communication/Reminders through emails and text messages.
  - Keep track of contact details of entire general body and ensure the presence of all society members at GBMs
  - Mark the attendance for each meeting and maintain minutes of each meeting
  - Publish writeups for events
  - Reach out to new members through O week fair signup sheet and promote LSMS events via email
  - Coordinating with host team including volunteers, and participants during events
  - Create ways of inculcating motivation and the core values of the society across all members
  - Conduct and innovate methods of ice-breaking within the society
  - Create and implement a comprehensive security plan for SIGMA
  
5. **Registrations and External Promotions:** this department is responsible for facilitating the registrations process for both internal and external events and for attracting maximum number of delegates for SIGMA. Duties include:
  - Make signup sheets and attendance sheets for O week and GBMs
  - Set up registration desks for Intra-LUMS and SIGMA
  - Make registration forms for every event
  - Ensure that all queries, questions or problems raised by delegates are dealt with effectively and efficiently
  - Promptly follow up with all registered delegates and ensure that they pay on time
  - Prepare a comprehensive list of institutes to be approached by LSMS for participation in events and call them for invitations
  - Ensure that emails and packages are sent out to relevant institutions and are followed up with EP visits.
  - Develop a comprehensive plan to contact, invite and secure a wide range of

diverse and important personalities as chief guests and special speakers for LSMS talks and flagship event, SIGMA

6. Promotions and Design: this department will be responsible for promoting events both within and outside LUMS on all kinds of platforms and for designing all promotional material. Duties include:

- Maintain and update the LSMS and SIGMA website
- Maintain and update the society's social media accounts (Facebook, Instagram and Snapchat)
- Design and provide promotional material for the events (videos, posters, pamphlets, flyers, standees, certificates, shields, name tags, flex, etc as required for each event)
- Get all stuff that goes in print approved from the LUMS marketing office and include the publication codes provided by them in the design
- Promote the events by posting on the society's official FB page and sharing on LDF, other FB groups, WhatsApp groups, etc.
- Distributing and pasting promotional material such as flyers for the events (at the khokha, pdc, male and female dorms, etc)
- Arrange for society's photo shoots and media coverage of the events
- Decorating the auditoriums according to the event theme and the registration desks during O week and the events.
- Assisting with any IT related work for events such as app designing or online activities

### Section 3: Eligibility Criteria

- All members hold equal position in the directorate
- Every department can have one or two directors and assistant directors depending on the workload of the department

- They should have experience of at least one year in the council
- They can be members of sophomore batch or junior batch
- They will be appointed by the new Executive Council

## Article V: General Body

Section 1: General body will consist of Assistant Directors and Team Members and they will be accountable to their respective departments' directors

### Section 2: Eligibility Criteria

- Assistant directors are accountable to the director and might take decisions in the absence of respective departments' director
- They can be members of freshmen or sophomore batch
- They will be appointed by the new executive council and directorate

## Article VI: Appointment Procedures

- The Outgoing Executive council will appoint and upcoming Executive Council
- The New EC will appoint the directors and assistant directors
- The new directorate will appoint the assistant directors and team members
- Resignations will have a two-week notice period during which the council member resigning will have to ensure that tasks under their jurisdiction are not left incomplete. This applies to all members of the LUMS Students Mathematics Society
- All appointment procedures will unbiased and transparent.

## Article VII: Patron

Section 1: The society shall operate under the guidance of the Patron

Section 2: The Patron

1. Will be a member of LUMS faculty, specifically LUMS Mathematics Department
2. Will solely be the Patron of LSMS and no other society
3. May direct the activities of the society as he/she deems fit and necessary
4. Shall reserve final say on the matters, including arbitrating on any matter of conflict that may arise with the Executive Council
5. May remove any member from any position as he/ she deems if necessary

## Article VII: Complaint Mechanism

Section 1. The society will have a formal mechanism for the filing of complaints against any office bearer.

Section 2. A complaint may be against actions including gross misconduct, exploitation of the powers associated with a particular post, failure to discharge duties reasonably or professionally, violation of the core values of honesty, integrity, discipline or professionalism, misrepresentation of the member's post in the society, or any other such offense.

Section 3. All complaints formally filed shall be investigated in a timely manner, provided the complaint is not in bad faith and is supported by documented evidence.

Section 4. Any grievance against any member in the society, provided that this member is not a member of the Executive Council, may be filed, via e-mail, with the Executive Council.

Section 5. Any grievance against a member of the Executive Council, such that this member is

not the President, may be filed, via e-mail, with the President.

Section 6. Any grievance against the President of the Society may be filed, either in writing or via e-mail or both, to the Patron of the Society

#### Article VIII: Absence Policy

Section 1: It shall be mandatory for all members to attend all meetings.

Section 2: All members must provide prior notice and legitimate excuse of absence in the event of absence in a general body meeting.

Section 3: In case of two consecutive failures to supply legitimate notification, the term for the concerned member shall be terminated immediately on the prerogative of the EC

Section 4: Where a member of the EC is the one giving the notification of absence, legitimacy is accorded by unanimous agreement amongst the remainder of the EC.

Section 5: The inability to supply a legitimate excuse in two consecutive instances may be grounds for the immediate termination of term in office

#### Article IX: Impeachment

Section 1: Any member of directorate can be fired by the EC with simple majority approval of the EC, after written or verbal warning, and a probationary period

Section 2: A Director may fire an Assistant Director of his/her department with simple majority approval of the EC after verbal or written warning, and a probationary period.

Section 3: The process of removal of a member of the Executive Council can be invoked only by a member of the EC, who should have at least one more EC vote in order to satisfy the condition of simple majority vote for impeachment.

## Article X: Procedure for Amendments

Section 1: The constitution has been written by the Executive Council of the year 2018-2019. I will not be subject to appeal and will not be amended for the next three years

Section 2: In the event it is subject to amendments after the aforementioned period, all amendments will be sent to the EC and advisory council after which they will be passed only if they manage to establish a two-third majority votes within the EC and the advisory council.