



## **Society Constitution**

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## **PREAMBLE**

1. Whereas, the Society may be referred to as the 'LUMS Culinary Club, 'Culinary Society', 'The Culinary Club' or the 'LUMS Culinary Society'.
2. The LUMS Culinary Club (hereafter, 'Culinary Club') aims to serve as the sole Culinary Society at the Lahore University of Management Sciences (hereafter, 'LUMS').
3. Culinary Club shall operate under the Co-curricular Activities Office (CCA), the Office of Student Affairs (OSA) and any other concerned administrative division of LUMS.
4. The LUMS Student Handbook shall guide all affairs of Culinary Club, in a manner that is always respectful to all LUMS' traditions. Culinary Club shall not discriminate on the basis of caste, sex, race, gender, sect, financial situation, nationality, ethnicity or political situation.
5. Whereas, Culinary Club will be led by a patron, who shall be the sole patron of Culinary Club i.e not become patron of any other society.
6. Whereas, this constitution is drafted by the President of Culinary Club, in conjunction with the Executive Council.
  - a. We, the members of Culinary Club, hereby establish and ordain this constitution, which seeks to unite students interested in the field of culinary in good fellowship;
  - b. Being conscious of our role, responsibility and duty towards Culinary Club.
  - c. To provide individuals at LUMS a platform to highlight their expressions and channel their thoughts through cuisine and thus introduce a diverse range of food ethnicities and cultures.
  - d. To promote the learning of food through professional lectures, classes, tutorials.
7. To encourage amateur chefs to bring forth their talent, thus providing exposure through various food events, competitions and trips.
8. To provide the members of the Culinary Club and the rest of the LUMS community the exposure of planning, managing and arranging both small and large scale food related events with respect to event management, exhibition set-up, corporate sponsorships and leadership roles within this domain.
9. To be the sole representative and organizer of all food-related events at LUMS for external sponsors, media and any other concerned entity and ensure quality and standards of all such events under the banner of LUMS Culinary Club

## **PART 1: THE SOCIETY**

### **Chapter 1 - Introduction**

1. Culinary Club is a non-governmental, not-for-profit, apolitical, student run organization which aims to
  - a. Promote the art of baking, cooking and interest in food;
  - b. Create awareness about the different functions which cuisines can serve;
  - c. Create a responsibility towards social causes through food;
  - d. Engage individuals in a culture that promotes teamwork and spread technical know-how;
  - e. Promote leadership, teamwork, engaging the youth.
2. Any and all principles, duties, powers and restrictions laid out in the Preamble shall be considered a substantive part of the Culinary Club constitution.

### **Chapter 2 - Framework**

3. The Culinary Club shall operate under the following hierarchical structure (Executive Council):
  - a. The President
  - b. General Secretary
  - c. Culinary Head
  - d. Treasurer
4. All posts in The Culinary Club including the Executive Council shall be open only for the members of Culinary Club only.

### **Chapter 3 - Membership**

5. Members of Culinary Club shall be inducted in the beginning of the Academic Year in the Fall Semester each year.
6. Members shall be inducted through application forms, walk-in interviews, or performance in society events. This decision will be made by the Executive Council chosen for that year.
7. The Executive Council has the ability to set a cap for number of members inducted in that particular year.
8. Once inducted, a member shall remain part of Culinary Club, though depending on their performance, may have to renew/reconfirm his/her membership, at the Executive Council's discretion.

9. All members are expected to uphold and exhibit the highest standards of integrity, honesty, discipline and professionalism in their dealings amongst themselves, regardless of their position within the society, and with students, societies, bodies or organizations outside of Culinary Club, both within and outside of LUMS.

10. All members:

a. Reserve the right to be informed of

i. The Culinary Club Constitution and any amendments thereof, if made;

ii. Culinary Club events, once they have been approved and finalized by the EC and the CCA

b. Are expected to actively participate in all society events.

11. A member may resign from The Culinary Club through a formal application to this effect, addressed to and approved by the President of the Culinary Club in consultation with the patron of the society.

12. The President reserves the right to terminate membership of any member of the Culinary Club (including another EC member of the Culinary Club) with the approval of the patron if he/she:

a. Seeks to undermine the Constitution of The Culinary Club

b. Undermines the goals set by the Executive Council of the society

c. Fails to perform in a professional and timely manner

d. Becomes an inactive member

e. Fails to uphold the qualities prescribes in Article 21.

#### **Chapter 4 - The Patron**

13. Culinary Club shall operate under the guidance of a Patron such that he/she:

a. Is a member of the LUMS Faculty;

b. Is solely the Patron of Culinary Club and no other society;

c. May direct the activities of Culinary Club as he/she deems fit;

d. Shall reserve the final say on any matter, including arbitration of any conflict between the EC;

e. May remove any member from the society if deemed necessary.

## **PART 2: THE EXECUTIVE COUNCIL**

### **Chapter 1 - Composition of the Executive Council**

1. The Culinary Club Executive Council shall consist of the following four posts:

- a. President;
  - b. General Secretary;
  - c. Culinary Head;
  - d. Treasurer;
2. The tenure of the Executive Council shall start from the day it is announced till the incoming Executive Council has been announced.
3. No member of the Executive Council may be affiliated with any other institution outside of LUMS, or hold any Executive Council council position of any other society at LUMS.
4. A member of the Executive Council may be removed by either the Patron or a vote of no-confidence unanimously passed by the other members of the Executive Council, if that member partakes in any of the following:
- a. Undermining this constitution;
  - b. Undermining the internal working of the Culinary Club
  - c. Consistently failing to discharge his/her duties;
  - d. Consistently failing to attend Executive Council meetings;
  - e. Failing to follow the core values of Culinary Club including, but not limited to, honesty, integrity, professionalism, discipline, meritocracy, justice and equality;
  - f. Not following through any Policies laid out in the LUMS Student Handbook

## Chapter 2 - Selection of the Executive Council

5. Notwithstanding anything contained in this constitution, members of the Executive Council must fulfill and meet the CCA and OSA's criteria for office bearers of any such society. This includes academic qualifications, restrictions based on disciplinary records and other such criteria as communicated by the CCA and the OSA.
6. Only third year students, who will achieve the status of third year at the start of the following Fall Semester, may apply for the Executive Council. All other individuals applying shall be disregarded.
7. The Executive Council shall be appointed by a panel comprising the out-going Executive Council who are Seniors only.
8. The Patron shall be informed of the interviews by the out-going President and the Patron may choose to be present during the interviews upon his/her prerogative.

9. Interviews for the selection of the Executive Council shall be held before than thirty days prior to the end of the academic year.

10. Interviews will be conducted on the basis of applications that shall be sent out to those interested in applying.

11. There will be no short-listing amongst the applications received.

12. Notwithstanding anything contained in the previous Article, an applicant may be disqualified if the information provided in his/her application is found to be falsified or incorrect, or if the applicant is, at the time of the application, enrolled in the first or fourth year of LUMS.

13. These applications will be released to the General Body within 7-10 days preceding the date of the interviews.

14. In the case that a member of the Executive Council resigns or is removed from his/her position, one of the following two scenarios may be followed depending on the position in contention:

a. If this member is the President, the initial selection Panel and the Patron shall be consulted by the remaining members of the Council; the Panel and the Patron will have complete autonomy to proceed in any manner given that it is done keeping the best of the society in mind.

b. If this member is not the President, the President may, in consultation with the initial selection Panel, appoint a new member to this position, such that this member may not already be part of the Executive Council.

### Chapter 3 - General Powers of the Executive Council

15. The Executive Council is the sole student authority enabled to make decisions for and on behalf of the society, provided that these decisions are made in good faith.

16. Any decision taken collectively by the Executive Council, that affects the society as a whole, requires a simple majority amongst its members.

17. Notwithstanding anything contained in the previous Article, the President shall reserve the final say in all matters of the society.

18. The Executive Council shall decide when to schedule interviews or any such selection process for any posts within Culinary Club

19. The Executive Council shall, collectively and individually, ensure the upholding of this constitution.

20. If the constitution is silent on a matter, the Executive Council must respond to any given issue based on precedent; in case no precedent is available, the Executive Council must make the decision judging the situation to the best of their ability. However, the President shall have the final say in every matter.

21. All members of the Executive Council must conduct themselves as role models for the remaining members of Culinary Club, and must present themselves in a manner

representative of the values of the Culinary Club, including, but not limited to, the qualities of honesty, integrity, justice, discipline, professionalism and approachability.

22. Should any member of the Executive Council be absent for a period of more than seven days on account of academic reasons, ill-health, family reasons (including, but not limited to a marriage or death in the family) or representing Culinary Club or LUMS on an international forum, he/she may appoint any other member in the Executive Council, in advance, to oversee his/her duties, for the period of absence. If no such thing is done, then the President may choose to do so.

#### **Chapter 4 - Division of Power and Duties within the Executive Council**

23. The President, in addition to any other duties and obligations mentioned in the constitution must fulfill the following:

- a. Provide an overall vision for The Culinary Club;
- b. Provide, in consultation with the Executive Council, an executable plan for this vision;
- c. Preside over the Executive Council sessions, with at least one review meeting per month;
- d. Liaison with the Patron and keep him apprised of developments in the Society;
- e. Supervise and aid the overall functioning of The Culinary Club, including, but not limited to:
  1. Any Special project that is initiated
  2. Induction of new Members
  3. Local/International Trips
  4. The Financial situation of The Culinary Club
- f. Reserve the right to be updated, upon his/her request, regarding any society activity by the relevant office bearer;



- g. Serve as the central repository for all Culinary Club Documents;
- h. Reserve the right to call a meeting of the Executive Council as and when he/she may see fit;
- i. Reserve the final say in all decision-making matters of the society, second only to the Patron;
- j. Shall initiate all projects and pass all budgets in mutual agreement with the Treasurer.
- k. The President may not reapply for the Executive Council position once the applications open.

24. The General Secretary, in addition to any other duties and obligations mentioned in the constitution shall be obliged to:

- a. Assist the President in all matters relating to the society;
- b. Serve as the right hand of the President;
- c. Ensure, with the President, that all LUMS policies are followed through in all Culinary Club events;
- d. Establish liaisons with the administrative and marketing divisions of LUMS;
- e. Build stronger ties with existing affiliations;
- f. Create new affiliations;
- g. Act as President in case the President is unable to attend to any issue at hand.
- h. Shall initiate all projects and pass all budgets in mutual agreement with the President, General Secretary, and the Treasurer;

25. The Culinary Head, in addition to any other duties and obligations mentioned in the constitution shall be obliged to:

- a. Keep all the records of meetings held both internal and with administration regarding food activities;
- b. Maintain membership directory of Executive, Senior and Extended Councils, and the General Body for current year;
- c. Disseminate information/decisions made by the Executive Council to all the members of the Society;
- d. Aid the EC in the general running and management of the society;

- e. Oversee year-round communications and PR for Culinary Club, in consultation with the Executive Council;
- f. Shall initiate all projects and pass all budgets in mutual agreement with the President, General Secretary, and the Treasurer;
- g. Shall propagate all initiated projects, ensuring they proceed and conclude smoothly;
- h. Shall maintain a checklist of operations, to be gone over by every office-bearer prior to any event.

26. The Treasurer, in addition to any other duties and obligations mentioned in the constitution shall be obliged to:

- i. Create the annual Culinary Club budget, on the advice of the Executive Council, to be approved by the President, including the budget for any event/activity initiated throughout the Academic year.
- b. Shall be responsible for handling the finances of the society.
- c. Shall keep accounts of all receipts, incomes and expenditures.
- d. Shall be responsible for generating a budget once an event is proposed.
- e. Shall be responsible for getting budget approvals from the patron and the Accounts Office.
- f. Shall coordinate with the accounts office and extra-curricular office for petty cash.
- g. Shall be responsible for maintaining transparency and keep a track of the flow of money.
- h. Ensure that all members have paid their dues.

### **PART 3: THE EXTENDED COUNCIL**

#### **Chapter 1 - Framework**

1. The Extended Council shall comprise of:
  - a. Director(s);
  - b. Assistant Directors;
  - c. Team Members;
2. All members of the Extended Council hold an equal position in terms of hierarchy.
3. The Extended Council must consist of active, serving members of The Culinary Club
4. The Directors, in addition to their Department specific duties and responsibilities, shall:

- d. Ensure the smooth running of their department alongside their Assistant Directors and team members;
  - e. Submit an annual report in the beginning of the Academic Year consisting of an agenda and action plan for the department;
  - f. Lead their department and delegate work to their Assistant Directors;
  - g. Coordinate with other directors to ensure smooth flow of work during events and otherwise;
  - h. Report directly to the concerned Executive Council members regarding their work.
5. The Assistant Directors, in addition to their Department specific duties and responsibilities, shall:
- i. Report directly to their respective Director(s);
  - j. Manage and co-ordinate the respective Department's Team Members;
  - k. Act as the link between the Director(s) and the Team Members of the respective Department.
6. The Team Members, in addition to their Department specific duties and responsibilities, shall assist the Assistant Directors with the effective operation of the respective Department and other Departments in their work, should the need arise.
7. The Extended Council shall include, but may not be limited to the following departments:
- a. Social Welfare
  - b. Marketing and Publicity
  - c. Events
  - d. Online Initiatives
  - e. Human Resource
  - f. Culinary
8. The Team Members shall be inducted by the Executive Council in the beginning of the Academic Year, in consultation with concerned department Directors.
9. The out-going Executive Council shall hold interviews for Directors and Assistant Directors, before interviews for Executive Council are held.

10. The interviewees for Directors and Assistant Directors must fill out an application that shall be accessible to them prior to the interviews, and it is mandatory for those applying for Directorship to bring an Action Plan with them for the interview.

11. The Event Heads must also draw up a proposal for their event(s) that they may plan to hold in the Academic Year.

## Chapter 2 - Department wise Duties and Responsibilities

### 1. Online Initiatives

a. Responsible for

b. Responsible for making promotional videos for every society event

c. coverage of all events and trips; of The Culinary Club and other societies if allotted;

editing and uploading/sharing` pictures to relevant platform in a timely manner.

d. Shall be responsible for the photographic coverage of all events being held within LUMS.

e. Shall coordinate with the executive council to proceed on requests made by other societies for coverage of their events.

f. Shall coordinate with the director information technology to update the society website with photographs of all the latest events.

g. Shall coordinate with the rest of department heads to ensure the success of the event in every possible way.

h. Responsible for ensuring that all material needed for LCC competitions or any posters needed are ready on time.

i. Responsible for designing of any graphic posters for the usage on social media and on campus for the purpose of promotions and publicity on campus or on social media;

j. Responsible for designing The Culinary Club website.

### 2. Logistics

k. Responsible for catering to all the logistical requirements of the society which includes, but is not limited to

i. raising indents;

ii. procuring items for storage;

1. email moderation;

2. auditorium booking.

l. Manage the procurement, tracking and reception of materials and products required by all departments; it will additionally be required to maintain copies of all procurement indents submitted to the Procurement Department and must submit copies to the Executive Council;

m. Make sure all procurement indents are first approved by the concerned Executive Council members;

n. Oversee and ensure that all logistics-related operations comply with applicable health, safety, and other such regulatory rules and regulations;

o. Drive and facilitate activities that improve coordination and communication within the Logistics Department and other departments throughout the Host Team;

p. Aid in developing and managing all related for CCA and planning activities, in consultation with the Treasurer;

q. Anticipate and resolve any unspecified and unforeseen scenarios, problems or work increases that may arise during the Society events, by creating a contingency plan that is approved by the Executive Council;

r. Coordinate with the General Secretary for all administrative issues;

s. Collaborate with the Department of Events, to search and secure potential vendors for any event.

t. Manage all printing functions of the Culinary Society.

### **3. Marketing and Publicity**

u. Function in direct coordination and collaboration with the Treasurer;

v. Design, implement and monitor a comprehensive annual marketing plan for The Culinary Club, detailing the year's activity.

w. Establish a marketing Budget and deliver all marketing activity within the agreed budget;

x. Create a marketing database that shall include client and prospect information, both recent and accumulated from previous years;

y. Maintain and develop current and potential strategic partner relationships within the Corporate Sector and otherwise, in order to secure support for various Culinary projects;

z. Assure that all corporate sponsors are responsibly stewarded for their support and that strong relationships are maintained;

aa. Liaison and network with a range of stakeholders including schools, Culinary Club members and Alumni, institutions and donor and partner organizations in order to source and secure sponsorship for Culinary Club events;

bb. Collaborate with the Department of Social Events, and take primary responsibility for the sponsorship, management and execution of the annual LAPS concert;

cc. Find a year-long or event specific sponsorships which include 1. monetary;  
2. media; 3. print;

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#### **4. Events**

dd. Responsible for planning and executing events, workshops, trips;

ee. Responsible for getting approval of events and trips by the CCA office;

ff. Responsible for contacting and negotiating with vendors and with dealing with the CCA office and procurement office in this regard;

gg. responsible for contacting celebrities for events and workshops;

hh. Responsible for drafting reports for all events and trips;

ii. Produce detailed proposals for each social event including the theme, venue,

jj. arrangement, specifications, budget, prospective vendors and manpower requirements;

kk. Liaison with the LUMS Administration and the Logistics Department for vendor selection and subsequent purchases;

ll. Coordinate with the Marketing and Publicity Department to create a publicity plan for the social events via social and electronic media;

mm. Coordinate with the Department of Security for the security requirements for each social event, including both the pre-event and post-event delegate entry and exit;

nn. Oversee the dismantling and removal of the event set-up and clearance of the venue; oo. Coordinate with Department of Logistics and Treasurer so that all indents go through the proper channel and hierarchy well in advance.

pp. Responsible for ensuring that all material needed for LAPS competitions or any posters needed are ready on time.

### **5. Human Resource;**

qq. Establish a criterion through which students will be inducted into The Culinary Club as members;

rr. Work with the Department of Design to establish an efficient means of intra- Culinary Club communication;

ss. Create ways of inculcating motivation and the core values of the Society across all Culinary Club members;

tt. Conduct and innovate methods of ice-breaking with the society members;

uu. Create and keep track of contact details of all Culinary Club members;

vv. Plan and implement a sound policy for member attendance in social events and communicate this with the General Secretary and the Executive Council

ww. Be responsible for filling in unexpected gaps in manpower and workload during the events.

xx. Make sure attendance is sufficient at the Society Meetings and Training Sessions and create ways to check and improve attendance;

yy. Create a system of check and balance through evaluation forms etc. both within the society;

zz. Encourage a sense of community within The Culinary Club, especially with the new inductees, and the Alumni network.

### **6. Culinary**

aaa. Plan and manage all the food and menus for the event. bbb. Prepare a menu and approve it beforehand through the EC.

Work with the HR and Events department to finalize prices and get it approved by the Treasurer to get PR raised.

ccc.

ddd. Do any shopping required well ahead of time to get time to prepare.

eee.

Be present at the day of the event(exclusion should require prior approved notice by the Director/EC) and manage any stall, table.

#### **PART 4: COMPLAIN MECHANISM**

1. The Culinary Club shall have a formal mechanism for the filing of complaints against any office bearer in the society, to ensure transparency, a check and balance and accountability.
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.
3. All complaints (excluding complaint of sexual harassment which will be dealt by Sexual Harassment Committee) formally filed shall be investigated in a timely manner, provided the complaint is not in bad faith and is supported by documented evidence.
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.
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.
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.
7. Complaints of sexual harassment will be immediately forwarded to the sexual harassment committee with the permission of complainant and pending decision from the committee the accused will be suspended from any interaction with the complainant.
8. Regardless of any formal complaint every member in the society reserves the right to request the President to minimize their interaction with another society member given a valid reason.

#### **PART 5: AMENDMENT TO THE CONSTITUTION**

1. The constitution shall be considered the primary reference regarding any procedural or administrative matter that may arise in the working of the Culinary Club.
2. Where the constitution is silent on a matter, a member, regardless of post, shall be expected to follow established precedent.



3. No amendment shall be passed to this constitution unless the passing of such amendment shall greatly improve the relevance and scope of this constitution. The power to amend the constitution shall lie with the Executive Council.

4. A member of the Executive Council may, after consultation with a member of any previous Executive Council, introduce an amendment to this constitution in a meeting of the Executive Council where all members shall be present, such that:

a. The President shall be informed in advance regarding this intention;

b. The proposed amendment shall be circulated amongst all the members present at the meeting;

c. The President shall call the Executive Council to vote on the amendment.

5. A proposed amendment shall require a two-thirds majority in the Executive Council to pass; therefore for an Executive Council of four members, three votes shall be needed in favour for the amendment to become part of the Constitution, whereas in a Deadlock situation the President may be given 2 votes to decide on the matter.

6. Any amendments made to the constitution shall not conflict with the interest of The Culinary Club as stated in this constitution. It should be directed towards the betterment of the society and the LUMS community as a whole.

7. It should comply with the ethics and values of community and in no way should compromise the reputation of the Society.