



**THE CONSTITUTION
OF THE
LAHORE UNIVERSITY OF MANAGEMENT SCIENCES
MODEL UNITED NATIONS SOCIETY**

[As modified up to the 7th of September, 2020]

PREFACE

It bothered me greatly that a student-run society, as large and elaborate as the Lahore University of Management Sciences Model United Nations Society, did not have an encompassing, formal, codified constitution. Rules and regulations were passed down piece meal, as and when required and requested from our peers who had handed the society over to us. Criteria were consistent, but due to their lack of codification, allowed for a great chance for them to be misused and exploited. Where it was a challenge to ensure that no member does so, it seemed a challenge that could be avoided, and, so, I present before you the Constitution of the Lahore University of Management Sciences Model United Nations Society.

I would like to thank, earnestly, my fellow Executive Council members, Muhammad Mustafa Mian, Maham Masood, Shayan Salamat Toor and Naina Raisinghani, for their consistent support in the running of the society and in the review of this document. I would like to thank our respected Alumni members who have always stood by LUMUN, through thick and thin alike, especially Ahmad Zaidi (for providing me with the 2008 version of the Constitution), Saim Sadiq, Amna Abbas and Safa Mahmood (who helped crystallize the role of the Alumni Panel for the selection of the delegation to WorldMUN), Sagar Jagani (who helped with the job descriptions of the Secretariat and the Head Delegate to WorldMUN) and the rest of the 2013 – 14 Executive Council for their presence, guidance and support: Imran Ahmad Khan, Waleed Ahmar and Beenish Pervaiz. I would like to thank the Patron of the Society, Ambassador Shahryar Khan for his ever-present affection and guidance for the society. Last, but not least, I would like to thank the Director Human Resource and Delegate Affairs 2014 – 15, Maidah Khalid, who helped extensively in compiling the job descriptions for all departments of the LUMUN Host Team.

LUMUN is a society that, despite having conquered a decade, has the potential to achieve heights greater than you or I can imagine. And I hope that with this constitution and your commitment to the society, you, the reader, bearer and safe-keeper of this constitution and the Society, will enable and empower LUMUN to the best of your ability to achieve its true potential.

Abeer Mustafa
President | LUMUN Society
2014 – 15

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THE CONSTITUTION OF THE LAHORE UNIVERSITY OF MANAGEMENT SCIENCES
MODEL UNITED NATIONS SOCIETY

[15 APRIL, 2015]

PREAMBLE

Whereas the Lahore University of Management Sciences Model United Nations (hereafter „LUMUN“) Society shall serve as the sole Model United Nations (hereafter „MUN“) society in the Lahore University of Management Sciences (hereafter „LUMS“);

Whereas LUMUN operates under the ambit of the LUMS Extra-Curricular Activities Office (hereafter „ECA“), in conjunction with the Office of Student Affairs (hereafter „OSA“) and under the guidance of the LUMS Student Handbook;

Whereas LUMUN is supervised and led by a Patron exclusive to LUMUN;

Whereas LUMUN will operate in a manner respectful of the traditions and honour of LUMS and in a way to positively represent, uphold and further the name and associated prestige of LUMS;

Whereas LUMUN will be a meritocratic society and will not discriminate against anyone on the basis of caste, colour, creed, race, ethnicity, sect, religion, gender, nationality, financial situation, disability, age, marital status or political affiliation;

Whereas LUMUN will observe a zero-tolerance policy towards any instances of physical, verbal, or visual harassment or patterns of behavior inducing discomfort in members inside and outside the society, and take action under the guidance and consultation of the ECA;

Whereas LUMUN will operate as a non-profit society in an apolitical manner;

Whereas this Constitution is drafted by the President, in consultation with the Executive Council;

We, the members of the LUMUN Society;

Conscious of our role and responsibility in and our duties towards the LUMUN Society;

Cognizant of the mission statement, code of conduct and rules and regulations of LUMS and the LUMUN Society;

Dedicated to a spirit of social responsibility, inter-faith and inter-nation harmony and the propagation of the United Nations Millennium Development Goals;

Do hereby agree to abide by and uphold this Constitution.

PART I: THE SOCIETY

CHAPTER 1 – INTRODUCTORY

1. The LUMUN Society is a non-governmental, not-for-profit, apolitical, student run organization which aims to:
 - a. Spread knowledge and awareness about the workings of the United Nations and other such supra-national organizations;
 - b. Promote the United Nations Millennium Development Goals;
 - c. Promote a culture of social responsibility;
 - d. Inculcate a sense and spirit of leadership in the youth of Pakistan;
 - e. Inculcate a culture of knowledge dispersal, especially between scholars, professionals and ambassadors, and the youth;
 - f. Promote a spirit of discourse, diplomacy and dialogue concerning relevant and pertinent issues, both of local, national and international significance.

2. The LUMUN Society shall operate with the following vision:

The LUMUN Society endeavours to create leaders in the youth by serving as a platform of ample opportunities targeted towards their grooming and growth, such that they may become the ambassadors of change and assets to their societies, nations and states, and it strives to be the premiere Model United Nations society in Pakistan through its flagship conference, spirit of social responsibility and leadership, and responsible representation abroad.

3. Any and all principles, duties, powers and restrictions laid out in the Preamble shall be considered a substantive part of this constitution.

CHAPTER 2 – FRAMEWORK

4. The LUMUN Society shall operate as an extra-curricular society at LUMS, under the guidance of the ECA, OSA and other related LUMS administrative offices, in conjunction with the LUMS Student Handbook.

5. The LUMUN Society shall operate under the following structure, in hierarchical order:
 - a. The Patron;
 - b. The Executive Council;
 - c. The Core Team;
 - d. The (remaining) LUMUN General Body.

6. All posts in the LUMUN Society, including, but not limited to the posts for the Annual LUMUN Conference, shall be open only for the members of the LUMUN General Body.

7. Nothing contained in Article 6 shall apply to the selection of the WorldMUN team, which may comprise students from the LUMS student body not a part of the LUMUN Society,

or the selection of International Committee Directors or International Host Team members.

CHAPTER 3 – MEMBERSHIP

8. Members for the LUMUN Society will be inducted at the start of each academic year (hereafter „year“).
9. Members may be inducted through inviting applications, holding walk-in interviews, gauging performance at FallMUN or any other such measure; the decision for the selection of the procedure for induction for any particular year rests with the Executive Council and the Director Human Resource for that year.
10. The Executive Council may set a cap upon the number of members to be inducted in that year.
11. A member, once inducted, will remain a member of the LUMUN Society, until the end of his/her tenure at LUMS. However, he/she may have to renew or reconfirm his/her membership, as per the policy created by the Executive Council for that year.
12. 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 LUMUN, both within and outside of LUMS.
13. All members:
 - a. Reserve the right to be apprised of
 - i. The LUMUN Constitution and any amendments thereof, if made;
 - ii. LUMUN Society events, once they have been approved and finalized by the Executive Council and the ECA;
 - b. Are expected to actively participate in all society events.
14. A member may resign from the LUMUN Society through a formal application to this effect, addressed to and approved by the General Secretary, on advice of the President, who may file this with the Patron.
15. Any member of the Executive Council reserves the right, on the approval of the President and the Patron, to terminate either a student’s membership, post or both if he/she:
 - a. Undermines or seeks to undermine this constitution or the LUMUN Society;
 - b. Fails to remain active within the LUMUN Society;
 - c. Fails to uphold the qualities expected of him/her as provided under Article 12;
 - d. Fails to discharge his/her duties in a professional, timely and proper manner;

CHAPTER 4 – THE PATRON

16. The LUMUN Society shall operate under the direct guidance of a Patron, such that the Patron:
 - a. Shall be a member of the LUMS faculty;
 - b. Shall solely be the patron of the LUMUN Society and no other society;
 - c. May, in consultation with the relevant panel, appoint the Executive Council for the successive academic year;
 - d. May direct the activities of the LUMUN Society as he/she deems fit and necessary;
 - e. Shall reserve the final say on any matter, including arbitrating on any matter of conflict that may arise amongst the Executive Council, vetoing any decision made by the Executive Council or hearing any appeal made against any decision of the Executive Council;
 - f. May remove any member from any position if he/she deems it necessary.
17. The Patron may appoint any member of the faculty to serve as Acting Patron for any duration of time that the Patron may not be present, either on account of ill health, travel or a leave for sabbatical; this shall be communicated to the Executive Council and the relevant LUMS administrative offices.
18. The Patron may, in consultation with the Executive Council, nominate a faculty member for the position of Co-Patron, if he/she feels that he/she is unable to discharge the duties required of him/her on his/her own.

PART 2: THE EXECUTIVE COUNCIL

CHAPTER 1 – COMPOSITION OF THE EXECUTIVE COUNCIL

19. The Executive Council for the LUMUN Society will contain the following five posts:
 - a. The President;
 - b. The General Secretary;
 - c. The Secretary General;
 - d. The Director General;
 - e. The Treasurer.
20. 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.
21. The tenure of the Executive Council will commence from the announcement of its appointment and will last until the end of the interviews of the following year's Executive Council.
22. No member of the Executive Council may:
 - a. Be affiliated with any other institution, school or MUN team, or provide MUN related coaching or training to such;
 - b. Be an office bearer of any other society, within or outside LUMS.
23. A member of the Executive Council may be removed by either the Patron or a vote of no-confidence unanimously passed by the other four members of the Executive Council, if that member partakes in any of the following:
 - a. Undermining the internal working of the LUMUN Society;
 - b. Undermining this constitution;
 - c. Consistently failing to discharge his/her duties;
 - d. Consistently failing to attend Executive Council meetings;
 - e. Failing to follow the core values of LUMUN including, but not limited to, honesty, integrity, professionalism, discipline, meritocracy, justice and equality;

CHAPTER 2 – SELECTION OF THE EXECUTIVE COUNCIL

24. Notwithstanding anything contained in this constitution, members of the Executive Council must fulfill and meet the ECA and OSA's criteria for office bearers of any such society. This may include academic qualifications, restrictions based on disciplinary records and other such criteria as communicated by the ECA and the OSA.
25. Only second year and third year students, who will achieve the status of third year and fourth year students, respectively, at the start of the following Fall Semester, may apply for the Executive Council.
26. The Executive Council shall be appointed by a panel comprising:
 - a. The out-going President;

- b. At least one former President and at most two former Presidents of the LUMUN Society, nominated by the out-going President; provided that if no former President may be available, the out-going President may, upon his/her better judgment appoint any former alumni to the panel, with a preference to those who have served as part of their respective Executive Councils.
- 27. The Patron shall be informed of the interviews by the out-going President and the Patron may be present during the interviews upon his/her prerogative.
- 28. Interviews for the selection of the Executive Council shall be held no later than fourteen days prior to and no sooner than thirty days prior to the end of the academic year.
- 29. Interviews will be conducted on the basis of applications sent out to the LUMUN General Body.
- 30. There will be no short-listing amongst the applications received.
- 31. Notwithstanding anything contained Article 30, 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 year of LUMS.
- 32. These applications will be released to the General Body within the week preceding the date of the interviews.
- 33. In the scenario 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 befitting of the circumstances;
 - 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

- 34. 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.
- 35. Any decision taken collectively by the Executive Council, that affects the society as a whole, requires a simple majority amongst its members.
- 36. Notwithstanding anything contained in Article 35, the President shall reserve the final say in all matters of the society, second to the Patron.

37. The Executive Council shall decide when to schedule interviews or any such selection process for any posts within the LUMUN Society, including, but not limited to, posts for the Annual LUMUN Conference and posts for the intra-LUMS Conference(s).
38. The Executive Council shall, collectively and individually, ensure the upholding of this constitution.
39. If the constitution is silent on a matter, the Executive Council must respond to any given issue based on precedent.
40. All members of the Executive Council must conduct themselves as role models for the remaining members of the LUMUN Society, and must present themselves in a manner representative of the values of the LUMUN Society, including, but not limited to, the qualities of honesty, integrity, justice, discipline, professionalism and approachability.
41. Should any member of the Executive Council be absent for a period extending up to 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 LUMUN 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.

CHAPTER 4 – DIVISION OF POWERS AND DUTIES WITHIN THE EXECUTIVE COUNCIL

42. The President, in addition to any other duties and powers mentioned in this constitution, shall:
 - a. Provide an overall vision for the LUMUN Society;
 - 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 LUMUN Society;
 - e. Supervise the overall functioning of the LUMUN Society, including, but not limited to:
 - i. The Annual LUMUN Conference:
 1. The Secretariat;
 2. The Host Team;
 3. The Financial Situation;
 - ii. LUMUN's international participation;
 - iii. The Intra-LUMS Conference(s);
 - iv. The induction of new members;
 - v. The National Affiliations, including, but not limited to,
 1. Affiliate School MUN Conferences;
 2. Social Responsibility Program Affiliations;
 - vi. The International Affiliations, including, but not limited to,

1. Global Zero;
 2. EurasiaMUN (former)¹;
 - vii. The financial situation of the society;
 - 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 LUMUN Documents;
 - h. Reserve the right to call a meeting of the Executive Council as and when he/she may see fit;
 - i. Reserve, under Article 36, the final say in all decision-making matters of the society, second only to the Patron;
 - j. Be, under Article 26, part of the panel for the selection of the next Executive Council and shall, therefore, not be allowed to re-apply for the Executive Council;
 - k. Be, under Article 91, part of the panel for the selection of the Head Delegate for the delegation to WorldMUN and shall, therefore, not be permitted to apply for the position of the Head Delegate for the delegation to WorldMUN.
43. The General Secretary, in addition to any other duties and powers mentioned in this constitution, shall:
- a. Oversee and manage all national LUMUN affiliations so as to:
 - i. Build stronger ties with existing affiliations;
 - ii. Expand the LUMUN Affiliation Program to other interested partners across Pakistan, provided that this expansion does not create any negative impact on the image of LUMUN;
 - b. Oversee and manage any and all international LUMUN Affiliations, (formerly EurasiaMUN), including:²
 - i. In consultation with the President, the selection of the Conference Manager and the team for the Affiliated Conference;
 - ii. Managing year-round co-ordination and communication with the Affiliated Host Team;
 - iii. Managing the publicity of the Affiliated Conference during the Annual LUMUN Conference;
 - c. Oversee, in co-ordination with the Director General, the LUMUN Social Responsibility Program;
 - d. Organize, in co-ordination with the Regional Ambassador and the Washington DC Office, all events conducted by the LUMS Global Zero Chapter;
 - e. In co-ordination with the Director General, oversee the External Relations and Social Responsibility Program Departments;
 - f. Oversee and organize LUMUN's internal events, with an aim of expanding the LUMUN Society's campus presence, including:
 - i. Ambassadors' Forum;
 - ii. Alumni and Guest Speaker Sessions;
 - iii. UN Affiliate Programs and Opportunities;
 - iv. Intra LUMS Conference(s);
 - v. Annual LUMUN Society Orientation;

¹ Inserted by Executive Council 2016–17

² Substituted "EurasiaMUN" for an "International Affiliation" by Executive Council 2016–17

- g. In co-ordination with the External Relations Department, oversee and manage related events at the Annual LUMUN Conference, including:
 - i. Panel Discussions;
 - ii. Diplomatic Meet;
 - h. Co-ordinate with the LUMS Administration regarding all student society policies;
 - i. Oversee year-round communications and PR for the LUMUN Society, in consultation with the Executive Council;
 - j. Maintain a database of the LUMUN Alumni and send out LUMUN updates through email and any relevant social media platform(s);
 - k. Maintain and update the LUMUN Heritage Document;
 - l. Create a report reviewing the functioning of the External Relations Department and associated events in the Annual LUMUN Conference and submit it to the President;
 - m. Aid the President in the general running and management of the society.
44. The Secretary General, in addition to any other duties and powers mentioned in this constitution, shall:
- a. Manage committee proceedings during the Annual LUMUN Conference;
 - b. Select, in consultation with the Executive Council, and train the Secretariat for the Annual LUMUN Conference;
 - c. Select, in consultation with the Executive Council, if so desired, international Committee Directors for the Secretariat for the Annual LUMUN Conference;
 - d. Decide, in consultation with the Executive Council, the quantity and nature of the committees for the Annual LUMUN Conference;
 - e. Undertake, leading up to the Annual LUMUN Conference, workshops and training sessions, in consultation with LUMUN Alumni if he/she sees fit, with regards the entire Secretariat;
 - f. Allocate countries to the incoming delegations, in co-ordination with the Registrations Department, in a timely manner, leading up to the Annual LUMUN Conference;
 - g. Supervise the timely compilation of fully referenced materials for the Committees;
 - h. Supervise the timely creation of all crises materials for the Secretariat;
 - i. Plan and implement workshops for the purpose of the Annual LUMUN Conference, either before or during the conference itself, for both the LUMUN members and the incoming delegates;
 - j. Assist the General Secretary in selecting and training the secretariat members for all affiliate conferences;
 - k. Create a report reviewing the functioning of the Secretariat in the Annual LUMUN Conference and submit it to the President;
 - l. Train LUMUN members in terms of public speaking, diplomacy and MUNs.
45. The Director General, in addition to any other duties and powers mentioned in this constitution, shall:
- a. Select, in consultation with the Executive Council, lead and manage the Host Team for the Annual LUMUN Conference;

- b. Select, in consultation with the Executive Council, if so desired, international members for the Host Team for the Annual LUMUN Conference;
 - c. Be tasked with the review, planning and execution of the Annual LUMUN Conference;
 - d. Select, in consultation with the Executive Council, a theme for the Annual LUMUN Conference, in line with the LUMUN Society principles, goals and objectives;
 - e. Supervise the submission of all necessary and relevant documentation to the LUMS Administration, including, but not limited to, Purchase Orders and Indents;
 - f. Create, in collaboration with the Executive Council, an event proposal for the Annual LUMUN Conference, and submit it to the ECA, after review and approval by the President;
 - g. Create and compile a report reviewing the functioning of the Host Team and all associated events in the Annual LUMUN Conference, in collaboration with the Executive Council, and submit it, after approval by the President, to the ECA;
 - h. Co-ordinate with the General Secretary regarding the functioning of the LUMUN Social Responsibility Program and the External Relations Department;
 - i. Co-ordinate with the Treasurer regarding the registration and fundraising procedure for the Annual LUMUN Conference and, in particular, the functioning of the Marketing and Finance Departments;
 - j. Create and expand, in collaboration with the General Secretary, the on-campus presence of the LUMUN Society;
 - k. Mobilize the Host Team as and when necessary for LUMUN Society events;
 - l. Create, in collaboration with the Treasurer, within a period of twenty days after the conclusion of the Conference, a financial report detailing the income and expenses encountered at the Annual LUMUN Conference;
 - m. Undertake, leading up to the Annual LUMUN Conference, workshops and training sessions, in consultation with LUMUN Alumni if he/she sees fit, with regards the entire Host Team.
46. The Treasurer, in addition to any other duties and powers mentioned in this constitution, shall:
- a. Create the annual LUMUN Society budget, on the advice of the Executive Council, to be approved by the President, including the budget for:
 - i. The Annual LUMUN Conference;
 - ii. All LUMUN Society intra-LUMS events;
 - iii. All LUMUN international trips;
 - b. Raise funds for all LUMUN Society events;
 - c. Create and execute viable sponsorship plans;
 - d. Establish relationships with and maintain a database of existing and potential sponsors and donors;
 - e. Oversee, record and handle all financial transactions undertaken by the LUMUN Society and provide a monthly record of finances to the Executive Council, including:
 - i. Account Statements from the ECA;

- ii. Copies of receipts of the transactions;
 - iii. Copies of any receipts of money deposited in the LUMUN account;
 - iv. A Profit and Loss Statement;
- f. Supervise, regulate, audit and check any and all financial transactions throughout the year, especially at all LUMUN events: internal or external, local, national or abroad;
- g. Ensure the efficacious spending of funds so as to avoid wastage as far as possible, without negatively impacting the LUMUN Society;
- h. In co-ordination with the Director General, oversee the working of the Finance and Marketing Departments, and the financial working of all other relevant Departments, including the Logistics, Social Events and Registrations Departments.
- i. Propose a self-subsisting financial model for the Registrations Department;
- j. In co-ordination with the Secretary General, oversee the financial working of the Secretariat;
- k. In co-ordination with the General Secretary and the Director General, oversee and organize the funding, sponsorship and marketing of the LUMUN Social Responsibility Program;
- l. Create, in collaboration with the Director General, within a period of twenty days after the conclusion of the Conference, a financial report detailing the income and expenses encountered at the Annual LUMUN Conference, and submit it to the President.

PART 3: THE CORE TEAM

47. The Core Team shall comprise the Committee Directors, Under-Secretary Generals and the Host Team Directors, headed by the Executive Council.
48. No member of the Core Team may be affiliated with any other institution, school, MUN Organization or Society or MUN team or provide training or coaching to such.
49. The Core Team shall be selected through an interview process scheduled, intimated and conducted by the Executive Council, based on applications for all relevant positions.

PART 4: THE SECRETARIAT

50. The Secretariat shall be tasked with carrying out the academic duties of the LUMUN Annual Conference.
51. The Secretariat shall include, but not be limited to, the following posts:
- a. Committee Directors;
 - b. Under-Secretary Generals;
 - c. Assistant Committee Directors;
 - d. Special Rapporteurs;
52. The Assistant Committee Directors and Special Rapporteurs shall be selected on a Committee wise basis through an interview process, which:
- a. Shall be scheduled and intimated to the General Body through the Human Resource Department;
 - b. Shall be conducted by the relevant Committee Directors, assisted by the Under-Secretary Generals;
 - c. Shall be overseen by the Secretary General, in consultation with the Executive Council.
53. A Committee Director shall:
- a. Ensure the timely creation of fully referenced study guides and any other committee material, including, but not limited to, update papers, as may be deemed necessary by him/her;
 - b. Update the Under-Secretary General responsible for his/her committee on a regular basis regarding the progress of work;
 - c. Co-ordinate with the Host Team, through the relevant Under-Secretary General, for addressing the logistical needs of the committee;
 - d. Establish communication platforms with the delegates in the duration leading up to the Annual LUMUN Conference to build rapport with the committee;
 - e. Supervise the day to day running of the committee during the Annual LUMUN Conference;
 - f. Have full command over the Rules of Procedure and ensure that they are upheld and followed in the running of the committee;
 - g. Uphold integrity in his/her work and shall not plagiarize any information contained in his/her committee's study guide;
 - h. Be, in consultation with the rest of the dais, the sole judge for judging the performance of the delegates in his/her committee; in the case of co-Committee Directors, all of them will act as the judges;
 - i. Ensure a high standard of quality with regards to the debate and the resolutions put forth by his/her committee during the Annual LUMUN Conference;
 - j. Ensure the enrichment of the overall ACD experience both prior to and during the LUMUN conference.³

³ Inserted by Executive Council 2016–17

54. An Under-Secretary General shall:
- a. Supervise the timely compilation of fully referenced study guides and any other committee material as may be deemed necessary by an individual Committee Director;
 - b. Ensure the timely implementation of any crises, on the advice of and in consultation with the relevant Committee Director;
 - c. Assist Committee Directors in:⁴
 - i. Liaising with the Secretary General;
 - ii. Liaising with the Host Team;
 - iii. Recruitment of Assistant Committee Directors;
 - iv. Improving the experience for Assistant Committee Directors;
 - v. The day to day running of the Annual LUMUN Conference;
 - d. Conduct a survey for delegate feedback, during and post the Annual LUMUN Conference;
 - e. Conduct Model UN training sessions for the LUMUN General Body in consultation with the Secretary General;⁵
 - f. Assist and contribute to the Directorate, as deemed necessary by the Director General.⁶
55. An Assistant Committee Director shall
- a. Assist his/her Committee Director upon his/her direction and maintain close co-ordination with his/her co-Assistant Committee Director;
 - b. Maintain a record of the proceedings of the committee sessions;
 - c. Shall act as the nexus between the delegates and the dais;
 - d. Be responsible for assisting the Committee Director in maintaining the order of the committee by keeping a track of the speakers' list, roll call and all resolutions and votes.
56. A Special Rapporteur shall:
- a. Be the dais' representative within the parameters of the debate, as an „expert“ on the topic, to help direct the debate and to ensure the debate is productive;
 - b. Act as an observer in informal debate to assist the dais in judging the performance of the delegates.

⁴ Sub-classes (iii-iv) inserted by Executive Council 2016–17

⁵ Inserted by Executive Council 2016–17

⁶ Inserted by Executive Council 2017–18

PART 5: THE HOST TEAM

CHAPTER 1 – FRAMEWORK

57. The Host Team shall be tasked with carrying out the non-academic duties of the Annual LUMUN Conference.
58. The Host Team shall include, but not be limited to, the following posts for each department:
- a. Director(s);
 - b. Assistant Directors;
 - c. Team Members.
59. The Directors, in addition to their Department specific duties and responsibilities, shall:
- a. Report directly to the Director General and, if and where there job description entails, to the General Secretary or the Treasurer;
 - b. Lead their department and delegate work amongst the Assistant Directors;
 - c. Be tasked with creating Standard Operating Procedures for their respective departments;
 - d. Co-ordinate with other Directors to ensure a smooth flow of the Host Team.
60. The Assistant Directors, in addition to their Department specific duties and responsibilities, shall:
- a. Report directly to their respective Director(s);
 - b. Manage and co-ordinate the respective Department's Team Members;
 - c. Act as the link between the Director(s) and the Team Members of the respective Department.
61. The Host Team shall include, but not be limited to, the following seventeen departments:⁷
- a. Accommodations (Male);
 - b. Accommodations (Female);
 - c. Affiliations;⁸
 - d. Design and Merchandise;
 - e. External Relations;
 - f. Financial Administration
 - g. Human Resource and Delegate Affairs;
 - h. Information Technology;
 - i. Logistics;
 - j. Marketing;

⁷Sub-clause (m) "Printing" merged under (j) "Logistics" by Executive Council 2016–17;

⁸Sub clause (q) "International Affairs" was re introduced by Executive Council 2018–19

⁸Inserted by Executive Council 2016–17

⁹Sub clause (f) "Finance" was altered to "Financial administration" by Executive Council 2018-19

- k. Media and Promotion;
 - l. Publications;
 - m. Registrations;
 - n. Security;
 - o. Social Events;
 - p. Social Responsibility Program.
 - q. International Affairs
62. The Assistant Directors shall be selected on a Department wise basis through an interview process that:
- a. Shall be scheduled and intimated to the General Body through the Human Resource Department;
 - b. Shall be conducted by the relevant Directors;
 - c. Shall be overseen by the Secretary General, in consultation with the Executive Council.

CHAPTER 2 – DEPARTMENT WISE DUTIES AND RESPONSIBILITIES

63. The Accommodations Departments, for both male and female delegates, shall:
- a. Coordinate with the LUMS administration and the Residential Colleges in order to arrange on campus accommodation for all out of city and international delegates during LUMUN conferences;
 - b. Ensure that the accommodation is clean, well-maintained, and offers the highest level of comfort and safety to the conference delegates;
 - c. Establish and maintain a Help Desk in order to allocate accommodation to the incoming delegations, address all their queries and complaints throughout the conference, and ensure a smooth check-out;
 - d. Ensure that all delegations are aware of, and strictly follow, the LUMUN Delegates' Code of Conduct during their stay in the hostels;
 - e. Develop and administer a comprehensive accommodations database in line with the Registrations Department;
 - f. Provide information of alternate accommodation options available in the city of Lahore for delegations that wish to stay off-campus;
 - g. Establish a comprehensive plan, in liaison with the Logistics Department, regarding the management of any delegation accommodated off-campus; this includes, but is not limited to, booking rooms, providing transport facilities, maintaining emergency contacts, etc;
 - h. Develop and train the Accommodations team in the maintenance of the highest standards, professional behaviour with the delegates, and reasonable responses in case of emergencies;
 - i. Coordinate with the International Affairs Department regarding the needs of the international delegates; arranging official separate accommodation on-campus for all international delegates.

64. The Affiliations Department shall:⁸
- a. Oversee the campus awareness duties in the initial period of the first semester,
 - b. Have its Director act as the conference manager of FallMUN:
 - i. Present a comprehensive plan for the FallMUN conference,
 - ii. Be part of the selection panel, alongside the General Secretary, for the FallMUN host team and secretariat,
 - iii. Host MUN training sessions prior to the FallMUN conference in consultation with the Secretary-General,
 - iv. Oversee the making and editing of the FallMUN Study Guides,
 - c. Act as a liaison to the General Secretary, maintaining the LUMUN ties with existing national affiliations,
 - d. Work on innovations and changes that can be brought to existing Affiliations, and present a report on all existing affiliations to the General Secretary,
 - e. Have its Director act as the default Conference Manager of all national affiliations:
 - i. Present a comprehensive plan for the respective national affiliated conference,
 - ii. Be part of the selection panel, alongside the General Secretary, for the secretariat selection,
 - iii. Host sessions at LUMS or the respective affiliated institution, to allow for collaboration between the LUMUN Secretariat and the respective affiliated institution's Secretariat,
 - iv. Host training sessions, in collaboration with the Secretary General, for the secretariat of the respective affiliated institution,
 - v. Host training sessions, if need be, in collaboration with the Director General, for the respective affiliated institution's directorate,
 - vi. Be present at the Conference, in person, and be in contact with the organizing committee of the respective affiliated conference,
 - vii. Get feedback on the Secretariat members provided by LUMUN, from the co-Secretariat members of the respective affiliated institution, and report it to the General Secretary,
 - viii. At all times, keep the General Secretary updated and involved in the matters concerning the national affiliations,
 - ix. Wherein the Conference Manager's appointment must be confirmed in consultation with the General Secretary and Executive Council,
 - f. Actively search for possible National Affiliations,
 - g. Collaborate with interested affiliation parties to produce comprehensive Affiliation Proposals,

⁸ Inserted by Executive Council 2016–17

- h. Present finalized Affiliation proposals to the General Secretary,
- i. On acceptance of Affiliation proposal by the Executive Council, work on Memorandum of Understanding (MOU), and present it to the General Secretary,
- j. Actively search for possible International Affiliations,
- k. Have its Director act as the liaison, in collaboration with the General Secretary, between the Global Zero Regional Ambassador and LUMUN;

65. The Design and Merchandise Department shall:

- a. Be responsible for executing and coordinating with the entire Directorate and Secretariat regarding all design requests;
- b. Be responsible for inspiring creativity throughout all design work and ensuring that all material, including, but not limited to, delegate guidebooks, folders, posters, flyers, backdrops, flexes and banners, is completed within the established deadlines and to the highest standards; for this purpose, effective and consistent collaboration with the Director(s) Logistics¹¹ will be necessary;
- c. Ensure that the Design and Merchandise Department is aware of trends and improvements in both techniques and technology that are relevant to the Annual LUMUN Conference and assessing which of these will be particularly beneficial for the conference;
- d. Ensure that all design work is cohesive, innovative and in alignment with the brand image and theme of the Annual LUMUN Conference;
- e. Design, as a preliminary set of material, ID Tags, delegate guidebooks, folders, posters, flyers, backdrops, flexes, banners, guest invitations, in co-ordination with the respective Departments;
- f. Co-ordinate with the Human Resource and Delegate Affairs and Information Technology Departments for the design of the tags for the Annual LUMUN Conference;
- g. Process the procurement of shields, trophies and other such souvenirs well in time in coordination with the Logistics Department;
- h. Formulate, in addition to the above mentioned design duties, a comprehensive plan regarding the development, management, design, advertisement and sale of the LUMUN conference souvenirs; the plan must include a strategy to maximize souvenir sales and profit, present details regarding the various categories, and the exact quantity, quality, cost, timeline and design of the various souvenirs, as well as maintaining a detailed record of the items sold;
- i. Coordinate with the Social Events, Human Resource and Delegate Affairs and the Logistics Departments regarding the establishment and management of the LUMUN Souvenir stall during the Annual LUMUN Conference.

¹¹ Substituted by Executive Council 2016–17 for “Printing”

66. The External Relations Department shall:

- a. Operate as the liaison to the United Nations, in consultation with the General Secretary in order to obtain and maintain official UN endorsement and affiliation for LUMUN;
- b. Develop co-operative relationships with relevant journalists, public officials, NGOs, civil servants, philanthropists, celebrities, educationists and ambassadors, both within Pakistan and globally (UN Goodwill Ambassadors), in order to obtain important endorsements, speakers and chief guests, that will enhance the reputation and prestige of the Annual LUMUN Conference, while potentially paving the way for future partnership;
- c. Develop a comprehensive plan to contact, invite and secure a wide range of diverse and important personalities as chief guests particularly for the Annual LUMUN Conference Opening and Closing ceremonies, and for any External Relations event organized during the LUMUN Annual Conference;
- d. Create a comprehensive plan including full itinerary details, transport and accommodation arrangements, and administrative details, in order to ensure proper protocol for each guest and delegation; for this purpose the External Affairs Department will be required to:
 - i. Maintain effective and up to the minute communication with the relevant guests in order to ensure that the LUMUN team is fully prepared to receive them on arrival, is aware of any dietary preferences and other such requests;
 - ii. Coordinate with the Department of Security in order to ensure timely entrance and proper escort for all special guests;
 - iii. Coordinate with the Department of Design and Merchandise in order to effectively and efficiently design, print and procure invitation cards, tokens of appreciation, shields and gifts for all special guests;
 - iv. Coordinate with the Department of Logistics in order to ensure that all relevant procurement items required for the guests are indented in a timely fashion, and to the highest standards;
 - v. Coordinate with the Department of Accommodations in order to provide excellent accommodation for all out of city guests;
- e. Coordinate with the Department of Media & Promotions and Department of Publications in order to ensure up-to-date and effective coverage of all LUMUN events and publicity through by media partners;
- f. Develop, administer and maintain an External Relations database that must include a master contact list of both prospective and past guests.

67. The Financial Administration Department shall:

- a. Coordinate and report regularly to the Treasurer regarding all financial plans for the Society for the year;
- b. Coordinate with the Director General and the Host Team regarding their individual and collective financial plans;
- c. Keep strict and up to date record of all financial transactions, to be shared with the Treasurer on a weekly basis and on a daily basis during the period of any LUMUN event;
- d. Reconcile, regularly, all financial transactions between the administration and the Society;
- e. Maintain a record of all financial indents, purchase requisitions, administration correspondence, memorandums of understanding and related documents along with a record of all cheques and related documentation;
- f. Prepare a balance sheet for the Society every month in coordination with the Treasurer;
- g. Handle documentation such as MOU's used and required by the Marketing Department;
- h. Maintain a record of and report in a formal manner and structure on all financial transactions made during the Annual LUMUN Conference, separate from those made in the rest of the year;
- i. Arrange for any required financial records or documents from the concerned office bearers;
- j. Act as a liaison with the Accounts and the Marketing department of LUMS, for all Society related issues;
- k. Arrange for any finance related requirements in consultation and coordination with the Treasurer.

68. The Human Resource and Delegate Affairs Department shall:

- a. Establish a criterion through which students will be inducted into LUMUN as members;
- b. Work with the Department of IT to establish an efficient means of intra-LUMUN communication;
- c. Create ways of inculcating motivation and the core values of the Society across all LUMUN members;
- d. Conduct and innovate methods of ice-breaking with the LUMUN Team;
- e. Create and keep track of contact details of all LUMUN members;
- f. Plan and implement a sound policy for member attendance in social events and co-ordinate this with the Host Team and the Secretariat;
- g. Be responsible for filling in unexpected gaps in manpower and workload during the Annual LUMUN Conference by maintaining backup team members;
- h. Find an effective link of coordination with the Registrations Department;
- i. Plan and implement delegate services before and throughout the Annual LUMUN Conference;

- j. Establish contact with institutions and determine what demand there is for LUMUN to provide other pre-Annual Conference services, for instance training sessions;
- k. Conduct Host Team Training Sessions to inculcate basic skills such as Indent Procedure and Basics of Photoshop, in coordination with the relevant Departments;
- l. Make sure attendance is sufficient at the Society Meetings and Training Sessions and create ways to check and improve attendance;
- m. Work with the Department of Registrations to come up with a feedback and evaluation survey for delegates and institutions required to improve various aspects of the Annual LUMUN Conference;
- n. Coordinate with the Department of Registrations to contact institutions to ensure that the dates decided for the Annual LUMUN Conference do not clash with general exam trends;
- o. Manage all delegate related queries and address them in a timely manner;
- p. Manage the Facebook page in coordination with Department of Media and Publicity to address delegate queries adequately;
- q. Manage a Help Desk and Information Desk at the Annual LUMUN Conference such that the Help Desk is a source of information where any queries brought by delegates shall be addressed;
- r. Contact and ensure the presence of Emergency Medical Services at the Annual LUMUN Annual Conference;
- s. Develop a process to provide for lost tags in an efficient manner, in coordination with the Secretariat and relevant Departments;
- t. Co-ordinate closely with all departments and compile a list of FAQs to streamline the process of responding to delegate queries;
- u. Think of ways to create improvements in the Help Desk and Information Desk;
- v. Update the Committee Directors and the Host Team about any developments during the Annual Conference;
- w. Find ways of improving communication with the delegates, before and during the Annual Conference;
- x. Create a system of check and balance both within the LUMUN Core Team and the Host Team, including but not limited to annual evaluations;
- a. Encourage a sense of community within LUMUN, especially with the new inductees, and the Alumni network (in coordination with the Department of Publications and the General Secretary)

69. The Information Technology Department shall:

- a. Develop, maintain, and update the LUMUN website in a manner that is appealing to the targeted audience; for this purpose the Department of Information Technology (hereafter „IT“) will be required to:
 - i. Create, develop and manage content for the website using a content management software or otherwise;

- ii. Design the visual imagery of the website and ensure that it is in alignment with the LUMUN brand and theme; for this purpose the Department of IT will be required to coordinate with the Department of Design and Merchandise in order to develop and finalize items including page layouts, text and colour scheme, graphics, animation, and workflows;
 - iii. Formulate a cohesive strategy for the reliable integration of the LUMUN newsletter, portal, and the current and past Annual LUMUN Conference websites within the LUMUN website, allowing for easy access to content;
 - iv. Ensure that relevant legal requirements such as accessibility standards, freedom of information, respect for intellectual property and privacy are strictly followed;
 - v. Coordinate with the Department of Publications in order to ensure that the website content is produced effectively and efficiently, with minimal errors;
- b. Develop an extremely reliable, efficient and user-friendly delegate portal in alignment with the timeline, guidelines and instructions presented by the Department of Registrations, and provide technical support throughout the registration process;
- c. Develop a creative, user-friendly and practical intra-LUMUN portal in order to improve interdepartmental communication, in coordination with the Department of Human Resource and Delegate Affairs;
- d. Be in-charge of providing, managing and monitoring IST labs' access and, if feasible and possible, wireless internet access on campus for all delegates during the LUMUN Annual Conference;
- e. Collaborate with the Department of Security to implement an identification process including, but not limited to, a barcode system;
- f. Coordinate with the Department of Design & Merchandise in the designing of identification tags for the delegates and the LUMUN team;
- g. Coordinate with the Department of Media & Promotions and Department of Publications in order to set up a live blog or other such stream to retrieve updates from committees during the LUMUN Annual Conference and post them in real time, and produce and maintain an online Newsletter;

- h. Coordinate with the General Secretary in order to implement an MUN Management System keeping in mind the Annual LUMUN Conference and affiliate Conferences, and integrate it with the delegate portal in order to upload position papers and other such committee material;
 - i. Provide consistent technical support, counsel and advice to the entire LUMUN Body regarding IT requirements and innovations and solutions in crisis situations;
 - a. Conduct thorough research in order to keep abreast of new technologies, and software and website trends that may improve the online registration system, internal Host Team communication, and Delegate experience.
70. The Logistics Department shall:
- a. Aid the Director General in planning and implementing the logistical requirements of the LUMUN Annual Conference;
 - b. Direct and provide day to day leadership, management, and guidance regarding all logistical activities within the LUMUN Society;
 - c. Manage the procurement, tracking and reception of materials and products required by all LUMUN departments; it will additionally be required to maintain copies of all procurement indents submitted to the Procurement Department and must submit copies to the Director General and the Treasurer;
 - d. Make sure all procurement indents are first approved by the LUMUN Director General and Treasurer;
 - e. Oversee and ensure that all logistics-related operations comply with applicable health, safety, and other such regulatory rules and regulations;
 - f. Drive and facilitate activities that improve coordination and communication within the Logistics Department and other departments throughout the Host Team;
 - g. Aid in developing and managing the Annual LUMUN Conference budget and all related forecasting and planning activities, in consultation with the Treasurer and Director General;
 - h. Anticipate and resolve any unspecified and unforeseen scenarios, problems or work increases that may arise during the Annual LUMUN Conference, by creating a contingency plan with the Director General;
 - i. Ensure the existence, maintenance, and functioning of an adequate system of internal controls in order to limit the Host Team and Secretariat spending, so as to avoid wastage of resources;
 - j. Coordinate with the General Secretary for all administrative issues;
 - k. Arrange for the Secretariat and the other Departments relevant and necessary resources as per their requirements through the LUMS Procurement department;
 - l. Collaborate with the Department of Social Events, to search and secure potential vendors for the Social Events for the Annual Conference;

- m. Collaborate with the Department of Printing and Department of Design & Merchandise to search for potential vendors and assist in timely procurement of printing requirements.
- n. Manage all printing functions of the LUMUN Society in that it shall:¹²
 - i. Handle all the printing requirements of the Directorate and the Secretariat, and ensure that all printing demands are met in a timely, efficient and cost effective manner;
 - ii. Be responsible for the printing of all the various identification tags, for both the LUMUN team and the delegates, certificates, flexes, Delegate Guidebooks, The Diplomat and any other material required at the Annual LUMUN Conference;
 - iii. Collaborate with the Department of Publications to procure all publication material for the Annual LUMUN Conference;
 - iv. Collaborate with the Department of Design & Merchandise in order to ensure that design requirements for the Annual LUMUN Conference material are effectively communicated to the vendor;
 - v. Identify and select appropriate options for binding, inks, paper, quality, and special printing processes;
 - vi. Select and negotiate with the vendors in order to agree on the best price, quality, and due date for the print material, in collaboration with Department of Logistics;
 - vii. Examine all finished samples and approve quality before delivering material to the Host Team;
 - viii. Ensure that all print material is produced in alignment with the environmental policy in a socially responsible manner;
 - ix. Formulate a systematic process to keep a check on all the tags printed for the Annual Conference, and to issue the appropriate tags to the delegates and LUMUN team members, and to provide for new tags during the Annual Conference;
 - x. Explore and develop printing methods so as to have a reliable source for printing and copying throughout the Annual Conference;
 - xi. Ensure that all printing requirements from committee sessions are met in an efficient and cost effective manner during the Annual LUMUN Conference, including, but not limited to, Working Papers and Draft Resolutions;

¹² Inserted by Executive Council 2016–17

71. The Marketing Department shall:

- a. Function in direct co-ordination and collaboration with the Treasurer;
- b. Design, implement and monitor a comprehensive annual marketing plan for the LUMUN Society, detailing the year's activity, to meet agreed LUMUN objectives, and enhance the image and position of the Society;
- c. Establish a marketing Budget and deliver all marketing activity within the agreed budget;
- d. Create a marketing database that shall include client and prospect information, both recent and accumulated from previous years;
- e. Maintain and develop current and potential strategic partner relationships within the Corporate Sector and otherwise, in order to secure support for various LUMUN projects;
- f. Assure that all corporate sponsors are responsibly stewarded for their support and that strong relationships are maintained;
- g. Liaison and network with a range of stakeholders including schools, LUMUN members and Alumni, institutions and donor and partner organizations in order to source and secure sponsorship for LUMUN events;
- h. Conduct Market research in order to determine market trends and conditions with respect to MUN and other student-run Conferences, for the purpose of analyzing target markets and ways of communicating with them, studying competitor Annual Conferences, exploring ways of improving the Annual Conference and increasing the profitability of the Society;
- i. Collaborate with the Department of Social Events, and take primary responsibility for the sponsorship, management and execution of the annual LUMUN concert;
- j. Coordinate with the LUMS Marketing Department and the Marketing Department of the particular company or agency in the eventual stage of finalizing the terms of the Memorandum of Understanding (hereafter „MOU“);
- k. Create a link with the Finance Department for efficient completion of all sponsorship agreements and MOUs.

72. The Media and Promotion Department shall:

- a. Find innovative ways of publicizing LUMUN, particularly through social media, keeping in mind the vision and theme of the Annual Conference;
- b. Inform local and foreign media, electronic, print, radio, television or otherwise, about the Annual Conference and Society events and prepare formal invitations for any guests;
- c. Implement an Interest Activation Strategy, perhaps in the form of teaser videos, leading up to the Annual LUMUN Conference;
- d. Coordinate with the Department of Human Resource and Delegate Affairs in order to engage with students and schools to promote the theme of the Annual Conference;
- e. Approach media groups and secure non-exclusive media partnerships and sponsorships, electronic, print, radio, television or otherwise, and try and engage them for a year-round partnership if possible; it shall also be responsible for coordinating external media coverage during the Annual LUMUN Conference;
- f. Develop promotional online advertisements and videos to be placed on the LUMUN website and social media;
- g. Develop, promote, and maintain the official LUMUN social media platforms, including the Facebook page, Twitter handle and Instagram page in consultation with the LUMUN Executive Council;
- h. Assist the Secretariat and all Departments with relevant media requirements, for instance crisis videos and Social Events" videos;
- i. Have an on-event plan which shall enable the Department to:
 - i. Create an On-Annual LUMUN Conference Media Presence in collaboration with the IT and Publications Department;
 - ii. Ensure regular and extensive coverage of all events during the Annual LUMUN Conference;
 - iii. Coordinate with the Department of IT in order to publicize and upload event media;
 - iv. Upload all coverage and briefings on the LUMUN blog after being screened by the Publications Department;
 - v. Manage and maintain a media desk during the Annual Conference.

73. The Publications Department shall:

- a. Develop, coordinate and supervise the writing, editing, designing, illustrating and conceptualizing of all publication material for the LUMUN Society on both print and electronic media;
- b. Collaborate with the Department of IT in order to provide, upload and review all content for and on the LUMUN Website;
- c. Liaison with the Department of Logistics in order to ensure that all publication material is timely procured to a high quality and is cost effective;
- d. Ensure that all publication material is produced in alignment with the environmental policy of the LUMUN Society;
- e. Keep abreast of current trends in publications with regards to local and international MUN and other student-run conferences, with special attention to electronic and social media influences, tools and techniques;
- f. Be responsible for the production and effective distribution of The Diplomat during all five days of the Annual Conference;
- g. Prepare a Delegate Guidebook, in coordination with the Department of Design & Merchandise that provides information about the Annual Conference and the Society;
- h. Prepare a monthly LUMUN electronic newsletter for the Society members that shall provide information regarding upcoming events, Annual LUMUN Conference updates and Society progress, in collaboration with the Departments of IT, Design and Merchandise, Human Resource and Delegate Affairs and Media and Promotions, in consultation with the Executive Council;
- i. Collaborate with the Department of Design and Merchandise in order to design all publication material including the Delegate Guidebook and newsletter;
- j. Prepare content, including write-ups, that will be sent to media partners and the LUMS Communications Department to create awareness regarding the Society and its endeavors;
- k. Ensure that professional standards of writing are maintained;
- l. Collaborate with the Secretariat in order to collect, compile and publish all Draft Resolutions;
- m. Update and maintain the LUMUN Heritage Document in collaboration with the General Secretary.

74. The Registrations Department shall:

- a. Develop a comprehensive registrations timeline and plan for the LUMUN Annual Conference, in coordination with the Director General, which shall provide a clear strategy to handle the following activities:
 - i. Sending out of invitations for the Annual LUMUN Conference, to schools, colleges and universities across Pakistan;
 - ii. Targeting of new schools and regions currently untapped by the LUMUN Society and create an effective means of communicating with them, in coordination with the Department of Human Resource and Delegate Affairs and the Department of Marketing;
 - iii. Establishment of a precise timeline regarding the various stages of registrations for the different categories of delegates, leaving room for potential adjustments;
 - iv. Establishment of an effective mechanism for acknowledging and confirming delegation participation, processing payments, and participant follow-up;
 - v. Formulation of all relevant registration forms, and integration of these with the LUMUN online portal where necessary;
 - vi. Provision of an effective and efficient means of communication with delegations, and handling of all queries, preferably within a period of one working day;
 - vii. Coordination with the Director General regarding unique registration processes, for instance for a committee such as Press Corps;
- b. Consult the Secretariat in order to establish the exact number of delegates required by each committee, manage country allocation, in collaboration with the Secretary General, and develop the country-committee matrix;
- c. Coordinate with the Director General and the Treasurer in order to establish the registration fee structure, process and timeline;
- d. Create a system of fines, in coordination with the Department of Security, to reprimand delegates who violate the Code of Conduct during the Annual Conference;
- e. Create an efficient link with the Department of Human Resource and Delegate Affairs before, during and after the Annual LUMUN Conference;
- f. Coordinate with all relevant departments including, but not limited to, Social Events and Security, in order to better address their delegate related concerns; it will, furthermore, be responsible for ensuring that all relevant details that departments wish to convey to delegates before the Annual LUMUN Conference are incorporated in any relevant documentation sent out to delegates;

- g. Develop, administer and maintain a registrations database; it shall further be required to assist the Department of International Affairs and the Department of Accommodations in the formulation and maintenance of the International Delegate Database and the Accommodations database respectively;
- h. Formulate a comprehensive plan, in coordination with the Department of Human Resource and Delegate Affairs, regarding the Registration Help Desk and process for the opening day of the Annual LUMUN Conference; it shall be required to set up the registrations desk, hand out relevant registration material, welcome participants to the Annual LUMUN Conference and offer services for and handle last minute delegate changes;
- i. Prepare and present a final registrations report to the Director General after the conclusion of the Annual Conference in order to summarize and assess the registrations process.

75. The Security Department shall:

- a. Create and implement a comprehensive security plan for the LUMUN Annual Conference in order to ensure a safe environment for all delegates including the security policy, guidelines and contingency plans;
- b. Collaborate with the LUMS administration and external groups, for instance DHA security, if need be, to effectively address all security related concerns, requirements and risk assessments for the LUMUN Annual Conference;
- c. Coordinate with the Department of International Affairs regarding the security required for foreign delegates participating at the LUMUN Annual Conference;
- d. Coordinate with the Department of HRDA and Department of Registrations in order to establish an effective strategy for delegate entry/exit and checking procedure;
- e. Coordinate with the LUMS Security Office regarding delegate identification and guest entry/exit in a timely fashion;
- f. Collaborate with the Department of IT to implement an identification process including but not limited to a barcode system;
- g. Ensure regular patrolling, especially at night, and implement a curfew and a fine system for delegates who violate the Code of Conduct, as disseminated to the delegates by the Human Resource and Delegate Affairs Department;
- h. Develop emergency procedures and incident responses in order to effectively deal with a crisis situation;
- i. Plan and implement social events security in conjunction with the Department of Social Events;
- j. Conduct thorough post-event evaluation and assessment in order to identify security lapses, breaches and areas of improvement.

76. The Social Events Department shall:

- a. Produce detailed proposals for each social event including the theme, venue, arrangement, specifications, budget, prospective vendors and manpower requirements;
- b. Liaison with the LUMS Administration and the Logistics Department for vendor selection and subsequent purchases;
- c. Coordinate with the Department of Media and Promotion to create a publicity plan for the social events via social and electronic media;
- d. 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;
- e. Design with the Department of SRP, an SRP-themed event at the LUMUN Annual Conference;
- f. Plan and incorporate social activities into Society gatherings, in collaboration with the Department of Human Resource and Delegate Affairs;
- g. Set-up and oversee the running of the Delegate Lounge at the Annual LUMUN Conference;
- h. Oversee the dismantling and removal of the event set-up and clearance of the venue;
- i. Coordinate with Department of Logistics and Treasurer of LUMUN so that all indents go through the proper channel and hierarchy well in advance;

77. The Department of the Social Responsibility Program shall:

- a. Develop a comprehensive year-long Social Responsibility Program (hereafter „SRP“) which may include, but not be limited to, the Summer Internship Program, the SRP MUN, the SRP Boot Camp at the Annual LUMUN Conference and the SRP Sports Day, in collaboration with the General Secretary, Treasurer and the Director General;
- b. Plan and carry out the Summer Internship Program, directly reporting to the General Secretary;
- c. Report to the Director General and the Treasurer for the Annual LUMUN Conference related endeavors;
- d. Coordinate with the Department of Marketing to establish new and maintain existing sponsor-led partnerships for pertinent initiatives;
- e. Come up with a year-round theme that the LUMUN Society shall take up as its primary Social Responsibility initiative for that year, in coordination with the Executive Council;
- f. Model the Annual LUMUN Conference events of SRP bearing in mind the aim of creating positive agents of change;
- g. Collaborate with Department of Logistics for venue and other set-up requirements;
- h. Promote and develop existing partnerships with the CARE Foundation and Hope Uplift Foundation, and search for further potential collaborators, in order to expand the reach of SRP;

- i. Present fresh proposals for projects to carry out with organizations before, during and after the Annual LUMUN Conference;
- j. Identify additional projects and NGOs that SRP may establish ties with;
- k. Conduct the SRP MUN, in collaboration with the Partner NGO(s);
- l. Coordinate with Department of Publications and Media and Promotion to ensure effective coverage of all events, and with Department of Marketing for external media coverage and sponsorship;

78. The International Affairs Department shall:

- a. Create a marketing strategy to publicize LUMUN to international delegates, including the use of testimonials from past international delegates;
- b. Work in close collaboration with Department of Media & Promotion to publicize the Annual Conference through social media in international MUN circuits as well;
- c. Coordinate with LUMUN members who have gone abroad on various MUN Annual Conferences to retrieve their contacts;
- d. Build up on the existing database of contacts and expand it;
- e. Promote LUMUN to embassies of different countries, making sure that the invitation package reaches relevant universities and student bodies in the respective countries;
- f. Send formal invitations and all associated literature to foreign teams;
- g. Coordinate with the Department of Security in advance of any security requirements that might be required;
- h. Coordinate appropriate Social Events for foreign teams in cooperation with the relevant Department, keeping in mind various cultural barriers that may be present;
- i. Make arrangements for suitable cuisine and identifying similar issues of concern that might occur in advance;
- j. Arrange for contingency plans for all visa and travel-related issues that may arise;
- k. Provide the visiting teams with necessary protocol during the Annual Conference;
- l. Prepare relevant literature for website as well as hand material to be provided to delegates
- m. Be responsible for handling the registration of international delegates and coordinating with the Registration Department regarding this;
- n. Be responsible for handling the international Committee Director application process in co-ordination with the Secretary General;
- o. Create a separate invitation letter for experienced international chairs, previously known through LUMUN members' contacts, inviting them to apply for the Annual Conference;
- p. Make all travel and stay arrangements for foreign delegates and chairs, in coordination with the Department of Accommodations.

PART 6: INTERNATIONAL PARTICIPATION

CHAPTER 1 – GENERAL REGULATIONS

79. The LUMUN Society shall, each year, send a delegation to represent LUMS and LUMUN at, in addition to any other conferences the Executive Council may decide upon for the said year, the Harvard World Model United Nations Conference (hereafter „WorldMUN“) and the Model United Nations at Turkey (hereafter „MUNTR“), and co-host any approved international collaboration with an international Model UN organization and/or university, (formerly including EurasiaMUN in collaboration with the University of Passau, Germany)¹³.
80. Any LUMUN member may only represent the society on one trip in any one year.
81. Each member holding a position either in the Secretariat or the Host Team for the Annual LUMUN Conference shall receive Contribution Points; these Contribution Points shall be based on the following scheme:
- a. The Executive Council members shall receive 12 points each;
 - b. The Host Team Directors shall receive no less than 8 and no more than 10 points each;
 - c. The Committee Directors and the Under-Secretary Generals shall receive no less than 6 and no more than 8 points;
 - d. The Assistant Directors for the Host Team shall receive no less than 4 and no more than 6 points;
 - e. The Assistant Committee Directors shall receive no less than 2 and no more than 4 points;
 - f. The Team Members and Special Rapporteurs shall receive no more than 2 points;
- These points shall be based on the respective member’s performance during the Annual LUMUN Conference.
82. The Contribution Points shall be awarded for the period of one year only and may not be carried forward into the next year.

¹³ Inserted by Executive Council 2016–17

83. The LUMUN Society shall hold, in the Fall Semester, an International Trips Trial. This will be a mock MUN Conference, details for which will be decided by a selection panel for the delegation to WorldMUN (hereafter „WorldMUN Selection Panel“).
84. In case any member selected for representing LUMUN on an international forum is either removed from the delegation or is unable to follow through, in which case he/she must resign from his/her position on the respective team, one of the following scenarios shall occur:
- a. In case of a member dropping out of the delegation to WorldMUN, the Head Delegate for the delegation to WorldMUN (hereafter „WorldMUN Head Delegate“) shall refer back to the WorldMUN Selection Panel to decide a suitable replacement;
 - b. In case of a member dropping out of the delegation to MUNTR, the Head Delegate for MUNTR, in co-ordination with the President, in consideration of the recommendations made by the WorldMUN Selection Panel and the merit list created based on the assigned weightages, shall decide a suitable replacement;
 - c. In case of a member dropping out of the delegation to an International Affiliation, (such as EurasiaMUN), the Conference Manager for said Affiliation, in co-ordination with the President and the General Secretary, in consideration of the recommendations made by the WorldMUN Selection Panel and the merit list created based on the assigned weightages, shall decide a suitable replacement.
85. If any member selected to represent LUMUN on an international forum backs out within a period of thirty five days prior to the departure of the trip, that member shall not be remunerated for his/her financial contribution towards the trip, unless there arises an extenuating circumstance, the validity of which may be determined by the WorldMUN Head Delegate in consultation with the Executive Council, on a case to case basis.
86. If any Head Delegate or the Conference Manager feels that a member on his/her respective team is not performing up to the mark, despite repeated requests, reminders and instructions by the Head Delegate or Conference Manager, he/she may issue a formal complaint to the Executive Council who may, in consultation with the Head Delegate or Conference Manager and the Patron, remove such member from the delegation; provided if such a case arises for the delegation to WorldMUN, the complaint shall be made to the WorldMUN Panel as well, who shall also be consulted in the decision for removal.

CHAPTER 2 – WORLDMUN

87. Selection for the delegation to WorldMUN will be based solely on the International Trips Trial and the successive relevant interview.
88. The delegation to WorldMUN may comprise students from the LUMS General Body, regardless of their membership status in LUMUN.
89. The International Trips Trial will be chaired by the WorldMUN Selection Panel, which shall comprise:
 - a. The WorldMUN Head Delegate;
 - b. At least two alumni members selected and contacted by the WorldMUN Head Delegate, such that these alumni members have won at WorldMUN through their representation of the LUMUN Society; the WorldMUN Head Delegate shall inform the Patron of the constituency of the panel.
90. The selection of the WorldMUN Head Delegate shall be based on applications and interviews conducted by a panel (hereafter „WorldMUN Head Delegate Selection Panel“) comprising:
 - a. The President;
 - b. At least two alumni members, selected by the President, such that these alumni members have attended WorldMUN, preferably in the capacity of the WorldMUN Head Delegate.
91. All LUMUN Society Members who have attended WorldMUN shall be eligible to apply for the position of Head Delegate WorldMUN.
92. Notwithstanding anything contained in Article 92, the WorldMUN Head Delegate Selection Panel may open up applications for all members who have represented LUMUN on any international forum, if the panel strongly feels this may help improve the quality of the selection process.
93. The format and procedure of the International Trips Trial shall be finalized and communicated to the General Body by the WorldMUN Head Delegate.
94. The WorldMUN Head Delegate shall, in addition to above mentioned responsibilities:
 - a. Hold office from the day of the announcement of his/her selection until a period of fifteen days after the last day of the WorldMUN Conference;
 - b. Conduct, in consultation with the Secretary General, training sessions for the General Body leading up to the International Trips Trial;
 - c. Create, in consultation with the Executive Council, an event proposal and file all relevant documentation for WorldMUN, and have it approved by the LUMS Administration;
 - d. Create, in consultation with the treasurer, a budget and a plan for fundraising for the delegation to WorldMUN, to be shared with the Executive Council;

- e. Conduct, in consultation with alumni members, training sessions for the delegation to WorldMUN;
- f. Handle all logistical requirements for the trip, including:
 - i. Air tickets;
 - ii. Hotel bookings;
 - iii. Visa application and processing;
- g. Conduct himself/herself in a professional, courteous and approachable manner before and during the trip;
- h. Build ties with the host institution and the participating delegates, and publicize the Annual LUMUN Conference at the event, in co-ordination with the International Affairs Department;
- i. Create a post-event report regarding the WorldMUN Conference and the performance of the delegation and submit it to the ECA, after approval by the Executive Council, including, but not limited to, a record of achievements at the conference and scanned copies of any certificates received.

CHAPTER 3 – MUNTR

95. The President shall, in consultation with the Executive Council, select a delegation to represent LUMUN at MUNTR, on the following assigned weightage:
 - a. 65% weightage shall be assigned to a member's performance at the trials and the successive interview;
 - b. 35% weightage shall be assigned to that member's Contribution Points.
96. The Head Delegate to MUNTR shall be selected from amongst the delegation to MUNTR by the President, in consultation with the Executive Council, based on his/her administrative ability and experience.
97. The Head Delegate to MUNTR shall:
 - a. Hold office from the day of the announcement of his/her selection until a period of fifteen days after the last day of the MUNTR Conference;
 - b. Create, in consultation with the Executive Council, an event proposal and file all relevant documentation for MUNTR, and have it approved by the LUMS Administration;
 - c. Create, in consultation with the Treasurer, a budget and a plan for fundraising for the delegation to MUNTR, to be shared with the Executive Council;
 - d. Conduct himself/herself in a professional, courteous and approachable manner before and during the trip;
 - e. Create a post-event report regarding the MUNTR Conference and submit it to the ECA, after approval by the Executive Council including, but not limited to, a record of achievements at the conference and scanned copies of any certificates received;
 - f. Conduct, in co-ordination with the WorldMUN Head Delegate and LUMUN Alumni Members, training sessions for the delegation to MUNTR;
 - g. Handle all logistical requirements for the trip, including:
 - i. Air tickets;
 - ii. Hotel bookings;
 - iii. Visa application and processing;
 - h. Build ties with the host institution and the participating delegates, and publicize the Annual LUMUN Conference at the event, in co-ordination with the International Affairs Department.
98. Articles 96 to 98, both articles inclusive, shall also be applicable to any other International MUN Conference LUMUN decides to participate in, either in addition to, or in place of MUNTR, provided that conference is not WorldMUN, such that „MUNTR“ may be replaced with the name of the conference in the reading of these articles.

CHAPTER 4 – International Affiliation¹⁴

99. The General Secretary and the President shall, when they deem fit, invite applications for, and conduct interviews for, the purpose of forming the delegation to an approved International Affiliation (formerly EurasiaMUN).
100. The delegation to said Affiliation shall be formed on the following assigned weightage:
- a. 20% weightage shall be assigned to a member's performance at the trials and the successive interview;
 - b. 40% weightage shall be assigned to that member's Contribution Points;
 - c. 40% weightage shall be assigned to that member's Affiliation-specific interview.
101. The Conference Manager will be selected upon review of the applications and interviews for the position, by the General Secretary and the President; provided no candidate who has applied for the position is deemed suitable for the post, it will be the prerogative of the General Secretary and the President, upon a unanimous decision, to select any of the other applicants for the post.
102. The Conference Manager shall:
- a. Hold office from the day of the announcement of his/her selection until a period of fifteen days after the last day of the Affiliated Conference;
 - b. Create, in consultation with the Executive Council, an event proposal and file all relevant documentation for the Affiliated Conference, and have it approved by the LUMS Administration;
 - c. Create, in consultation with the Treasurer, a budget and a plan for fundraising for the delegation to the Affiliated Conference, to be shared with the Executive Council;
 - d. Conduct himself/herself in a professional, courteous and approachable manner before and during the trip;
 - e. Create a post-event report regarding the Affiliated Conference and submit it to the ECA, after approval by the Executive Council;
 - f. Organize and plan the trip, while overseeing all logistical requirements for the trip, including:
 - i. The itinerary;
 - ii. Air tickets;
 - iii. Bookings;
 - iv. Visa application and processing;
 - g. Act in the capacity of both Head Organizer and Secretary General for the Affiliated Conference;
 - h. Co-ordinate and facilitate communication between the Affiliate's and LUMUN Host Team and Secretariat;
 - i. Finalize a theme for the Affiliated Conference, in co-ordination with the Affiliate counterparts;

¹⁴Substituted all instances of "EurasiaMUN" to a general "International Affiliation" by Executive Council 2016-17

- j. Ensure the timely completion, compilation and publication of the relevant Secretariat material;
- k. Co-ordinate with the LUMS Administration regarding the various matters and the necessary policies relating to the Affiliated Conference.

PART 7: COMPLAINT MECHANISM

103. The LUMUN Society 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 in the society.
104. 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.
105. 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.
106. 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.
107. 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.
108. 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.

PART 8: AMENDMENT TO THE CONSTITUTION

109. The constitution shall be considered the primary reference regarding any procedural or administrative matter that may arise in the working of the LUMUN Society.
110. Where the constitution is silent on a matter, a member, regardless of post, shall be expected to follow established precedent.
111. No amendment shall be passed to this constitution unless the passing of such amendment shall greatly improve the relevance and scope of this constitution.
112. The power to amend the constitution shall lie with the Executive Council.
113. 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 General Secretary 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 General Secretary shall call the Executive Council to vote on the amendment.
114. A proposed amendment shall require a two-thirds majority in the Executive Council to pass; therefore for an Executive Council of five members, four votes shall be needed in favour for the amendment to become part of the Constitution.