

LUMS Women in Computing

# LWiC Constitution

**THE FUTURE IS FEMALE**

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## I. Article I: Name and Purpose

### A. Name

The society's name is "LUMS Women in Computing," abbreviated as LWiC.

### B. Purpose

#### a. *Community*

- Foster a community where women with similar interests in Computer Science can feel empowered, grow together, mentor, and guide each other.

#### b. *Encouragement*

- Encourage more women to come into the field of Computer Science by making them aware of the endless opportunities for them in this field.

#### c. *Support*

- Support women in computing and offer initiatives to empower their career development.

#### d. *Mentorship*

- Offer mentorship via study groups, social activities such as bootcamps, networking opportunities, and professional events in collaboration with organizations such as Pakistani Women in Computing (PWIC) and Women in Tech, Pakistan.

#### e. *Alumni Connection*

- Connect current students with alumni to assist and encourage them in pursuing graduate studies.

#### f. *Highlight the achievements of female faculty:*

- Highlight the achievements of our female faculty from the Computer Science department.

#### g. *Information*

- Host speakers and lectures from the industry and academia & inspire women through workshops, research and publications, and study groups.

#### h. *Evolve Mindsets*

- Changing the overall misconceptions surrounding Computer Science by presenting it as a welcoming and vast field open to people from all backgrounds and orientations.

#### i. *Outreach*

- Encourage and ensure that young women entering university see Computer Science as a viable option to pursue.

*j. Collaboration*

- ❑ Introduce the society to Pakistani Women in Computing (PWIC) and promote their events, both national and international, at LUMS.

*k. Visibility*

- ❑ Have presence via informal lunches/ game nights at various school-wide events such as orientations, major days etc.

## **II. Article II: Membership Eligibility**

- A. Membership is open to all regularly enrolled students of Lahore University of Management Sciences (LUMS). There is no major restriction; students from any major can join.
- B. Although LWiC is open to everyone who wishes to join and support the cause we stand for, due to the nature of the society female membership will be preferred.

## **III. Article III: Executive Council**

### **A. Officers**

The executive officers shall be President, Vice President, Treasurer and 2 General Secretaries.

### **B. Eligibility**

Must be at least a junior at LUMS, who has spent at least an year as an active member of the society.

### **C. Selection**

Officers will be selected at the end of the academic year through an application and interview process conducted by the current EC. In addition to this, one general meeting towards the end of the year will allow candidates to speak about themselves and allow members a chance to vote anonymously. These votes will inform (but not necessarily determine) the EC's final selection of the upcoming year's officers. The final decision will rely on the EC's discretion. Opinions of all members will be taken into account.

### **D. Term**

The officers may serve for one year unless selected for another term. Each cycle begins at the start of the Fall semester.

### **E. Vacancy**

If a vacancy occurs in the office of president, the vice president shall assume the office for the remainder of the term, and vacancies in any other office shall be filled by a special selection. In case a director is terminated or chooses to resign, someone from

within the respective department will be chosen as the director. This decision will be made by the EC.

**F. Termination**

Consistently failing to complete one's duties or missing three or more meetings without providing a proper reason is grounds for termination of position.

## **IV. Article IV: Duties of Officers**

### **A. President**

The president shall be the head of the society and she shall be responsible for all the activities of the society that happen during her tenure. The president must be a female.

The president shall:

- Review and understand the current constitution and manage society accordingly.
- Ensure that the members understand the rules and regulations as determined by the constitution.
- Adhere to all university policies and ensure that the society abides by them as well.
- Coordinate responsibilities of the executive team.
- Represent this community to external groups, organizations, and faculty and staff.

### **B. Vice President**

The vice president shall perform the duties of the president listed above alongside or in lieu of the president in the event of an absence of the sitting president. She is also expected to support the president and assist fellow officers for the common benefit of this society. The vice president will be the final authority, after the president, regarding all matters pertaining to the society that take place during her tenure. The vice president must be a female.

Additional responsibilities:

- Ensure that the society does not conduct any event that clashes with the mandate/scope of any other society at LUMS without requesting collaboration.
- Ensure that no other society conducts an event that falls in the domain of LWiC without requesting collaboration.
- Keep the president up to date with all the happenings regarding the events of the society.
- Make sure that all events occur as planned and scheduled.
- Supervise all the meetings of the general body and executive officers together with the General Secretary.

### **C. Treasurer**

The treasurer will manage the society's funds honestly and carefully, maintain a balanced budget, and process any refunds or returns as necessary. The treasurer will also be at the forefront of all financial situations.

The treasurer shall:

- Be in-charge of the marketing, logistics, and finances of all the society's events.
- Represent the society's treasury and be responsible to maintain it.
- Find and handle sponsorships and logistical vendors.
- Keep the president up to date with all the happenings regarding the events of the society.
- Maintain an accounting system to record all income and expenses.
- Prepare yearly budget and budgets for all events and productions and keep the flow of cash transparent.
- Sign documents related to the funds in case the President and Vice President are unavailable.

### **D. General Secretaries**

The secretaries shall be present at all executive and general members meetings and record ideas and logistics discussed. The secretaries will be the primary coordinators of activity logistics such as room location and time.

The general secretaries shall:

- Head all the general body meetings and the executive officer's meetings.
- Act as the principal communications officer for inter-society and intra-society communications.
- Pass on information and decisions made by LWiC to all the executive officers and general members of the society.
- Make a note of all minutes of meetings throughout the year and also maintain a logbook of all activities throughout the year to be presented to the next executive leadership at the end of the year term.
- Keep all the records of the meetings held both internal and external.
- Maintain membership directory of both executive and general council members for the current term year.



## **V. Article V: Directorate**

- A. Director Events
- B. Director IT & Promotions
- C. Director Outreach
- D. Director Human Resource
- E. Director Marketing & Finance

## **VI. Article VI: Patron**

### **A. Selection**

- Must be a faculty member from LUMS Computer Science department who is preferably a female.
- To be chosen by the majority vote of the society executive leadership.

### **B. Duties**

- The patron shall fulfill the responsibilities specified in the policies as set forth by CCA.
- Patrons must serve for a minimum of one academic year after which they may choose to step down after one month's prior notice.

## **VII. Article VII: Meetings**

### **A. Regular Meetings**

Regular meetings will be held every two or three weeks to gather executive officers with members and sometimes faculty and staff members. Meetups will be announced a week in advance and will be primarily utilized as a space for information-sharing and socializing. These will be casual in nature. Attendance would be preferred but not compulsory. Missing more than three meetings in a row however will result in termination of membership.

### **B. Leadership Meetings**

Executive office meetings will occur bi-weekly and will be at minimum an hour in duration. Each officer will have equal authority and expectation of contribution during the meeting. While a hierarchy exists in our titles, LWiC officers are all respected equally for their contribution to fostering a close-knit community. These meetings will focus primarily on three things:

- i. Debriefing past events
- ii. Planning upcoming events
- iii. Shaping our evolving vision and possible future activities

**C. Department Meetings**

Department meetings will be scheduled by the directorate as required by the project at hand.

**D. Legislative Meetings**

Legislative meetings will be held at least once at the start of each academic year to propose any constitutional changes needed for steady evolution of the society.

## **VIII. Article VIII: Code of Conduct**

**A. General Policies**

- The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, sex, gender identity, marital status, citizenship, sexual orientation, or disability.
- This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student. Members shall be required to attend at least 2 of the organization's regularly scheduled meetings per operating cycle.
- Consistently failing to complete one's duties or missing three or more meetings without providing a proper reason is grounds for termination of position.
- All members will need to abide by a non-disclosure agreement. Any internal society information will be strictly confidential.

**B. Harassment Policy**

LWiC is a strictly harassment free zone. There is absolutely zero tolerance for any behavior that is intended, or has the expected result of making anyone uncomfortable and negatively impacts the class environment, or any individual's ability to work to the best of their potential. In case a differently-abled student requires accommodations for fully participating in the course, students are advised to contact the instructor so that they can be facilitated accordingly. If a member feels they are a victim of harassment, or has observed any harassment occurring in the purview of any LWiC events or by any LWiC member, they can contact any member of the EC. If members do not feel comfortable sharing their account with EC members, they are strongly encouraged to reach out to the Office of Accessibility and Inclusion at [oai@lums.edu.pk](mailto:oai@lums.edu.pk) or the sexual harassment inquiry committee at [harassment@lums.edu.pk](mailto:harassment@lums.edu.pk) for any queries, clarifications, or advice. They may choose to file an informal or a formal complaint to put an end of offending behavior. More details regarding the LUMS sexual harassment policy at

<https://mgshss.lums.edu.pk/lums-harassment-policy>. To file a complaint, they can write to [harassment@lums.edu.pk](mailto:harassment@lums.edu.pk).

## **IX. Article IX: Complaint Mechanism**

- a) 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:
  - Undermining this constitution
  - Undermining the internal working of LWiC
  - Consistently failing to discharge his/her duties
  - Consistently failing to attend Executive Council meetings
  - Failing to follow the core values of LWiC including, but not limited to, honesty, integrity, professionalism, discipline, meritocracy, justice, and equality
  - Not following through any Policies laid out in the LUMS Student Handbook.
- b) Complaints may also be brought to the attention of the Executive Council. A written charge may be filed with the Executive Council. The Executive Council shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Council shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours' notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Council shall determine whether misconduct occurred. If it determines that misconduct did occur, the Finance Society officers or the Office of Student Life shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedy.
- c) The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.
- d) The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine the appropriate sanction(s). The accused member shall be immediately notified of the outcome.
- e) By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

## **X. Article X: Amendments**

- a) Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon

- b) By law amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- c) A copy of any amendments to these bylaws must be submitted to the Office of Student Life at Lahore University of Management and Sciences within two weeks after adoption.
- d) This Constitution may be amended by a two-thirds vote of the Society's Executive Council at any regularly scheduled meeting. The Student Union Office must approve all amendments to this constitution