



THE CONSTITUTION

OF

MUSIC SOCIETY OF LUMS



PREFACE

It bothered me greatly that a student-run society, as large and elaborate as the Music Society of Lahore University of Management Sciences, 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 Music Society of Lahore University of Management Sciences.

I would like to thank, earnestly, my fellow Executive Council members, Reshail Kiyani, Aurooj Khan, Abdur Raffey Tariq and Mirza Osama Baig, 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 The Music Society of LUMS, through thick and thin alike, especially Momin Iqbal, Asad Aali, Younis Azeem, and the rest of the former Executive Councils for their presence, guidance and support. I would also like to thank the Patron of the Society, Dr. Ali Raza for his ever-present affection and guidance for the society

The Music Society of LUMS is a society that, despite having conquered more than two decades, 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 The Music Society of LUMS to the best of your ability to achieve its true potential.

Mahin Rashid

President | The Music Society of LUMS (2020-21)



Table of Contents

PREAMBLE	4
PART I: THE SOCIETY	6
CHAPTER 1 – INTRODUCTORY	6
CHAPTER 2 – FRAMEWORK.....	6
CHAPTER 3 – MEMBERSHIP	7
CHAPTER 4 – THE PATRON.....	8
PART 2: THE EXECUTIVE COUNCIL	9
CHAPTER 1 – COMPOSITION OF THE EXECUTIVE COUNCIL	9
CHAPTER 2 – SELECTION OF THE EXECUTIVE COUNCIL.....	10
CHAPTER 3 – GENERAL POWERS OF THE EXECUTIVE COUNCIL.....	11
CHAPTER 4 – DIVISION OF POWERS AND DUTIES WITHIN THE EXECUTIVE COUNCIL	12
PART 3: THE GENERAL BODY	17
CHAPTER 1 – FRAMEWORK.....	17
CHAPTER 2 – DEPARTMENT WISE DUTIES AND RESPONSIBILITIES	20
PART 4: COMPLAINT AND ACCOUNTABILITY	30
CHAPTER 1: COMPLAINT MECHANISM.....	30
CHAPTER 2: DISCIPLINARY HEARING.....	31
PART 5: AMENDMENT TO THE CONSTITUTION.....	33



PREAMBLE

1. Whereas, the Society may be referred to as ‘The Music Society of LUMS’, ‘Music Society’ or ‘LMS’.
2. The Music Society of LUMS (hereafter, ‘Music Society’) aims to serve as the sole Music Society at the Lahore University of Management Sciences (hereafter, ‘LUMS’).
3. Music Society shall operate under the Co-Curricular Activities Office (CCA), the Office of Student Affairs (OSA) and any other concerned administrative division of LUMS.
4. The LUMS Student Handbook shall guide all affairs of the Music Society, in a manner that is always respectful to all LUMS’ traditions. Music Society shall not discriminate on the basis of caste, sex, race, gender, sect, class, nationality, ethnicity or political affiliations.
5. Whereas, the Music Society of LUMS will be led by a patron, who shall be the sole patron of LMS i.e. not become patron of any other society.
6. Whereas, this constitution was drafted in the year 2020-21 by the Executive Council.
7. We, the members of Music Society, hereby establish and ordain this constitution, which seeks to unite students interested in music in good fellowship; to assist students to advance the standards of music within this university by:
 - a. Being conscious of our role, responsibility and duty towards Music Society.
 - b. To provide individuals at LUMS a platform to highlight their expressions and channel their thoughts through music.
 - c. To encourage individuals to come forth and provide them with a base of operations to express their skills as either musicians or non-musicians.
 - d. To promote the learning of music through professional lectures, tutorials, workshops and practical exercises.
8. To encourage amateur musicians to bring forth their talent, thus providing exposure through various musical events, competitions, gigs, and stage performances.
9. To encourage and promote aspiring musicians by displaying their work through different channels.
10. To provide the members of the Music Society of LUMS and the rest of the LUMS community the exposure of planning, managing and arranging both small and large scale



events with respect to event management, exhibition set-up, corporate sponsorships and leadership roles within this domain.

11. To be the sole representative and organizer of all music-related events at LUMS for external sponsors, media, musicians and any other concerned entity and ensure quality and standards of all such events under the banner of The Music Society of LUMS.



PART I: THE SOCIETY

CHAPTER 1 – INTRODUCTORY

12. The Music Society of LUMS is a non-governmental, not-for-profit, apolitical, student run organization which aims to:
 - a. Promote the art of music;
 - b. Create awareness about the different functions which music can serve;
 - c. Engage individuals in a culture that promotes teamwork and spread technical know-how relating to music;
 - d. Promote leadership, teamwork, engaging the youth;
 - e. Use music as a source of expressing that which cannot be done otherwise;
13. Any and all principles, duties, powers and restrictions laid out in the Preamble shall be considered a substantive part of the Music Society constitution.

CHAPTER 2 – FRAMEWORK

14. The Music Society of LUMS shall operate under the following hierarchical structure (Executive Council):
 - a. The President;
 - b. The Vice-President;
 - c. The General Secretary;
 - d. The Treasurer;
 - e. The Head of Productions;
 - f. The Extended Council; Conveners of LUMS Music Festival;
 - g. Directorate;
 - h. The (remaining) General Body, or 'Team Members';
15. All posts in Music Society, including the Executive Council, Directorate, and Assistant Directorate positions shall be open for the current members of The Music Society of LUMS only.



CHAPTER 3 – MEMBERSHIP

16. Members of Music Society shall be inducted in the beginning of the Academic Year in the Fall Semester each year.
17. Members shall be inducted through application forms, walk-in interviews, or performance in society events. This decision will be made by the Executive Council chosen for that year.
18. The Executive Council can set a cap for the number of members inducted in that particular year.
19. Once inducted, a member shall remain part of The Music Society, though depending on their performance, may have to renew/reconfirm his/her membership, at the Executive Council's discretion.
20. 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 the Music Society, both within and outside of LUMS.
21. All members:
 - a. Reserve the right to be informed of
 - i. The Music Society Constitution and any amendments thereof, if made;
 - ii. The Music Society events, once they have been approved and finalized by the EC and the CCA;
 - b. Are expected to actively participate in all society events;
22. A member may resign from Music 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.
23. The Executive Council reserves the right to terminate membership of any member of the Music Society with the approval of the President if he/she:
 - a. Seeks to undermine the Constitution of the Music Society of LUMS;
 - b. Undermines the goals set by the Executive Council of the society;
 - c. Fails to perform in a professional and timely manner;
 - d. Becomes an inactive member;
 - e. Fails to uphold the qualities prescribed in Article 20;



CHAPTER 4 – THE PATRON

24. The Music Society of LUMS shall operate under the guidance of a Patron such that he/she:
- a. Is a member of the LUMS Faculty;
 - b. Is solely the Patron of Music Society and no other society;
 - c. May direct the activities of Music Society as he/she deems fit;
 - d. Shall reserve the final say on any matter, including arbitration of any conflict between the EC;
 - e. May remove any member from the society, in conjunction with the Executive Council, if deemed necessary;



PART 2: THE EXECUTIVE COUNCIL

CHAPTER 1 – COMPOSITION OF THE EXECUTIVE COUNCIL

25. The Music Society Executive Council shall consist of the following five posts:
 - a. The President;
 - b. The Vice-President;
 - c. The General Secretary;
 - d. The Treasurer;
 - e. The Head of Productions;
26. There shall be two Conveners for LMF each year.
27. The tenure of the Executive Council shall start from the day it is announced till the end of that academic year.
28. There shall be a training period for the incoming Executive Council from the day it is announced till the end of that academic year.
29. No member of the Music Society Executive Council may hold any Executive Council position of any other society at LUMS.
30. No member of the Music Society Executive Council may be an Executive Council member of the Student Council.
31. A member of the Executive Council may be removed by either the Patron or a vote of no-confidence unanimously passed by the other members of the Executive Council, if that member partakes in any of the following:
 - a. Undermining this constitution;
 - b. Undermining the internal working of the Music Society;
 - c. Consistently failing to discharge his/her duties;
 - d. Consistently failing to attend Executive Council meetings;
 - e. Failing to follow the core values of Music Society including, but not limited to, honesty, integrity, professionalism, discipline, meritocracy, justice and equality;
 - f. Not following through any Policies laid out in the LUMS Student Handbook;



CHAPTER 2 – SELECTION OF THE EXECUTIVE COUNCIL

32. Notwithstanding anything contained in this constitution, members of the Executive Council must fulfill and meet the CCA and OSA's criteria for office bearers of any such society. This includes academic qualifications, restrictions based on disciplinary records and other such criteria as communicated by the CCA and the OSA.
33. Only third year students, who will achieve the status of fourth year students at the start of the following Fall Semester, may apply for the Executive Council. All other individuals applying shall be disregarded. In the event that the number of third year students qualified for the Executive Council fails to meet the number of vacant positions, second year students may be considered to fill the vacancies, subject to the discretion of the outgoing Executive Council.
34. The Executive Council shall be appointed by a panel comprising the out-going Executive Council who are Seniors only.
35. The Patron shall be informed of the interviews by the out-going President and the Patron may choose to be present during the interviews upon his/her prerogative.
36. Interviews for the selection of the Executive Council shall be held before thirty days prior to the end of the academic year.
37. Interviews will be conducted on the basis of applications that shall be sent out to those interested in applying.
38. There will be no short-listing amongst the applications received.
39. Notwithstanding anything contained in the previous Article, an applicant may be disqualified if the information provided in his/her application is found to be falsified or incorrect, or if the applicant is, at the time of the application, enrolled in the first or fourth year of LUMS.
40. These applications will be kept confidential between the out-going Executive Council and the applicants, for at least one whole academic year. The Patron of the society may choose to review these applications upon his/her prerogative.
41. In the case that a member of the Executive Council resigns or is removed from his/her position, one of the following two scenarios may be followed depending on the position in contention:



- a. If this member is the President, the initial selection Panel and the Patron shall be consulted by the remaining members of the Council; the Panel and the Patron will have complete autonomy to proceed in any manner given that it is done keeping the best interests of the society in mind;
- b. If this member is not the President, the President may, in consultation with the initial selection Panel, appoint a new member to this position, such that this member may or may not already be part of the Executive Council;

CHAPTER 3 – GENERAL POWERS OF THE EXECUTIVE COUNCIL

42. 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.
43. Any decision taken collectively by the Executive Council, that affects the society as a whole, requires a simple majority amongst its members.
44. Notwithstanding anything contained in the previous Article, the President shall reserve the final say in all matters of the society.
45. The Executive Council shall decide when to schedule interviews or any such selection process for any posts within the Music Society.
46. The Executive Council shall, collectively and individually, ensure the upholding of this constitution.
47. If the constitution is silent on a matter, the Executive Council must respond to any given issue based on precedent; in case no precedent is available, the Executive Council must make the decision judging the situation to the best of their ability. However, the President shall have the final say in every matter.
48. All members of the Executive Council must conduct themselves as role models for the remaining members of Music Society, and must present themselves in a manner representative of the values of Music Society, including, but not limited to, the qualities of honesty, integrity, justice, discipline, professionalism and approachability.
49. Should any member of the Executive Council be absent for a period of more than seven days on account of academic reasons, ill-health, family reasons (including, but not limited to a marriage or death in the family) or representing Music Society or LUMS on an



international forum, he/she may appoint any other member in the Executive Council, in advance, to oversee his/her duties, for the period of absence. If no such prior appointment is done, then the President may make the appointment on their behalf.

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

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

- a. Provide an overall vision for the Music Society of LUMS;
- b. Provide, in consultation with the Executive Council, an executable plan for this vision;
- c. Preside over the Executive Council sessions, with at least one review meeting per month;
- d. Liaison with the Patron and keep him apprised of developments in the Society;
- e. Supervise and aid the overall functioning of Music Society, including, but not limited to:
 - i. LUMS Music Festival;
 - ii. Thriller Night;
 - iii. Open Houses;
 - iv. Workshops;
 - v. The financial situation;
 - vi. Any Special project that is initiated;
 - vii. Artists dealing;
 - viii. Induction of new Members;
 - ix. Local/International Trips;
- 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 Music Society Documents;
- h. Reserve the right to call a meeting of the Executive Council as and when he/she may see fit;



- i. Reserve the final say in all decision-making matters of the society, second only to the Patron;
 - j. Shall initiate all projects and pass all budgets in mutual agreement with the Treasurer;
 - k. The President may not reapply for the Executive Council position once the applications open;
51. The Vice-President, in addition to any other duties and obligations mentioned in the constitution shall be obliged to:
- a. Assist the President in all matters relating to the society;
 - b. Provide a year-long vision for Music Society at year start;
 - c. Serve as the right hand of the President;
 - d. Ensure, with the President, that all LUMS policies are followed through in all Music Society events;
 - e. Establish liaisons with the administrative and marketing divisions of LUMS;
 - f. Build stronger ties with existing affiliations;
 - g. Create new affiliations;
 - h. Act as President in case the President is unable to attend to any issue at hand;
 - i. Shall initiate all projects and pass all budgets in mutual agreement with the President, General Secretary, Head of Productions, and the Treasurer;
 - j. Initiate and execute projects for the academic year in order to engage the members of the society;
 - k. Draw up proposals for music oriented projects that he/she intends to execute the following year, in conjunction with the President, General Secretary, Head of Productions, and the Treasurer;
 - l. Oversee any music-oriented projects going on round the year;
 - m. Oversee any special projects and social responsibility programs going on round the year;
 - n. Mobilize the members to work through projects;
 - o. Ensure that through the initiations it takes, Music Society presence on campus is improved and engages the student body;
52. The General Secretary, in addition to any other duties and obligations mentioned in the constitution shall be obliged to:



- a. Aid the Executive Council in the general running and management of the society;
 - b. Maintain a year-wise master copy of the director's log in society's hard drive;
 - c. Keep all the records of meetings held both internal and with administration;
 - d. Maintain membership directory of Executive and Extended Council, Directorate, and the General Body for the current year;
 - e. Disseminate information/decisions made by the Executive Council to all the members of the Society;
 - f. Oversee year-round communications and public relations for the Music Society, in consultation with the President;
 - g. Initiate all projects and pass all budgets in mutual agreement with the President, Vice-President; and the Treasurer;
 - h. Propagate all initiated projects, ensuring they proceed and conclude smoothly;
 - i. Maintain a checklist of operations, to be gone over by every office-bearer prior to any event;
53. The Treasurer, in addition to any other duties and obligations mentioned in the constitution shall be obliged to:
- a. Create the annual Music Society budget, on the advice of the Executive Council, to be approved by the President, including the budget for:
 - i. LMF;
 - ii. Thriller Night;
 - iii. Annual Concert;
 - iv. Open Houses;
 - v. Battle of the Batches;
 - vi. Any other event/activity initiated throughout the Academic year;
 - b. Handle the finances of the society;
 - c. Keep accounts of all receipts, incomes and expenditures;
 - d. Maintain a year-wise record of the MoU's signed both internally and externally on society's behalf;
 - e. Generate a budget once an event is proposed;
 - f. Get budget approvals from the patron and the Accounts Office;
 - g. Coordinate with the Accounts Office and co-curricular office for petty cash;



- h. Maintain transparency and keep a track of the flow of money;
 - i. Maintain a record of the society's assets, including jam room equipment with values, and keep track of all Music Society property;
 - j. Establish a portion of the society's budget to be allocated to the repair and replacement of jam room equipment, henceforth known as the 'Jam Room Fund';
 - k. Ensure that all members have paid their dues;
54. The Head of Productions, in addition to any other duties and obligations mentioned in the constitution shall be obliged to:
- a. Draft a rough year-long productions schedule to be followed and executed by the Productions Department directors and members throughout the course of the academic year, in mutual agreement with the President, Vice-President, General Secretary, and Treasurer;
 - b. Oversee, and maintain a record of, all projects and productions-related ventures that the society's members are in the process of working on, as well as plan to work on in the near future;
 - c. Oversee practice jams and performances prepared by members of the Music Society for large-scale events including but not limited to ticketed events or concert openings on mega-events;
 - d. Draft a scheduled setlist for Music Society performances for the aforementioned events (including but not limited to Thriller Night, LMF Opening, Indie Music Food Fest), after attending practice jams and shortlisting performances that are up-to-the-mark. The shortlisting performed will be full and final and will be performed in mutual agreement with the rest of the Executive Council. The final list made by the Head of Productions will be non-contestable for anyone other than the members of the Executive Council;
 - e. Initiate, as well as draft a guided plan for new productions ventures where deemed necessary. These ventures may or may not be limited to creating original music, song covers, music-production tutorials, and workshops;



- f. Oversee that the Productions department directors and members work consistently and in a timely fashion, ensuring the completion of music projects as per the productions schedule;
- g. Oversee and facilitate the collaborations of the productions department with other relevant departments (Media, Marketing, Logistics) to ensure projects are worked on in an efficient and timely manner;
- h. Give the go-ahead for any new projects the Productions department aims to embark on;
- i. Create and approve any list of equipment purchases or repairs as requested by the members of the Music Society. The list may be created in collaboration with the Productions Directors and the Jam Room Managers. The Treasurer reserves the right to allocate the final budget in mutual agreement with the rest of the Executive Council;



PART 3: THE GENERAL BODY

CHAPTER 1 – FRAMEWORK

55. The general body of the society, excluding the Executive Council, shall comprise, in order of hierarchy, of:
- a. LMF Conveners; henceforth also referred to as the ‘Extended Council’;
 - b. Directors;
 - c. Assistant Directors, henceforth also referred to as ‘ADs’;
 - d. Team Members;
56. The opinion of each member of the general body, with regards to the affairs of the society, shall have an equal standing.
57. The general body must consist of active, serving members of the Music Society.
58. They should have an experience of at least one year in Music Society (except for Team Members).
59. LUMS Music Festival Conveners, in addition to any other duties and obligations mentioned in the constitution shall be obliged to:
- a. Execute, to the fullest of their abilities, LUMS Music Festival, under the close supervision of the Executive Council;
 - b. Select, in consultation with the Executive Council, lead and manage the Host Team for the exhibition;
 - c. Undertake, meetings and workshops (if deemed necessary), with regards the entire Host Team;
 - d. Propose, in consultation with the Executive Council, novel and effective ideas, in line with Music Society principles, goals and objectives;
 - e. Create and expand, in collaboration with the Executive Council, the on-campus presence of Music Society;
 - f. Coordinate with the President and Treasurer regarding the registration and fundraising procedure and, in particular, the functioning of the Marketing and Finance Department;
 - g. Be tasked with the review, planning and execution of LMF;



- h. Supervise the submission of all necessary and relevant documentation to the LUMS Administration, including, but not limited to, Purchase Orders and Indents;
 - i. Create, in collaboration with the Executive Council, an event proposal for LMF, and submit it to the CCA, after review and approval by the President;
 - j. Create and compile a report reviewing the functioning of the Host Team and all associated events, talks and workshops schedules during the exhibition, in collaboration with the Executive Council, and submit it, after approval by the President, to the CCA;
 - k. Mobilize the Host Team as and when necessary for LMF proceedings;
60. The Directors, in addition to their Department specific duties and responsibilities, shall:
- a. Ensure the smooth running of their department alongside their Assistant Directors and team members;
 - b. Submit an annual report in the beginning of the Academic Year consisting of an agenda and action plan for the department;
 - c. Lead their department and delegate work to their Assistant Directors;
 - d. Coordinate with other directors to ensure the smooth flow of work during events and otherwise;
 - e. Report directly to the concerned Executive Council members regarding their work;
 - f. Ensure the training of department members in the respective department's responsibilities, so as to effectively prepare them for the holding of higher positions in the future, including that of Assistant Director and Director;
61. 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;
 - d. Fill in for the duties of the director in the event of his/her absence or unavailability, subject to the director's permission or request;
 - e. Acquire the required leadership skills and specialization in the respective department, and be prepared to eventually lead the department as a director;



62. The Team Members, in addition to their Department specific duties and responsibilities, shall assist the Assistant Directors with the effective operation of the respective Department and other Departments in their work, should the need arise.
63. The position of Jam Room Manager is considered a part of the official directorate, and there will be two members that hold this position. The position can only be held by second-year students who have been members of the society for one full year. Applicants for this position will be favored on account of their familiarity with the jam room's functioning and jam room equipment, hostelite status, and commitment to the society displayed in their first year.
64. The directorate shall include, but may not be limited to the following departments:
 - a. Productions;
 - b. Marketing;
 - c. Media;
 - d. Design;
 - e. Logistics;
 - f. Security;
 - g. Human Resources;
 - h. Publicity;
 - i. External Affairs;
 - j. Jam room management;
65. The Team Members shall be inducted by the Executive Council in the beginning of the Academic Year, in consultation with concerned department Directors.
66. The interviewees for Directors and Assistant Directors must fill out an application that shall be accessible to them prior to the interviews, and it is mandatory for those applying for Directorship to bring an Action Plan with them for the interview.



CHAPTER 2 – DEPARTMENT WISE DUTIES AND RESPONSIBILITIES

67. Media:

- a. Responsible for all content on the Music Society YouTube page. This includes all videos for studio-recorded projects, performance recordings, event highlights and any special projects;
- b. Responsible for all promotions of the YouTube page. This will be organic as well as any sponsor related opportunities which will be handled along with the Marketing department;
- c. Responsible for all video content for social media platforms. This includes all event teasers, short videos and all promotional videos;
- d. Responsible for coverage of all events and trips;
- e. Responsible for maintaining a database of the photographs and videos taken during the course of events;
- f. Responsible for maintaining a database of all media content over the previous years;
- g. Coordinate with the design department to update the society website with relevant; photographs and videos;

68. Logistics:

- a. Responsible for catering to all the logistical requirements of the society which includes, but is not limited to:
 - i. raising indents;
 - ii. procuring items for storage;
 - iii. auditorium booking;
 - iv. plan and implement the logistical requirements of society events;
 - v. Direct and provide day to day leadership, management, and guidance regarding all logistical activities within Music Society;
- b. Manage the procurement, tracking and reception of materials and products required by all departments; it will additionally be required to maintain copies of all procurement indents submitted to the Procurement Department and must submit copies to the Executive Council;



- c. Make sure all procurement indents are first approved by the concerned Executive Council members;
- d. Oversee and ensure that all logistics-related operations comply with applicable health, safety, and other such regulatory rules and regulations;
- e. Drive and facilitate activities that improve coordination and communication within the Logistics Department and other departments throughout the Team;
- f. Aid in developing and managing the budget and all related forecasting and planning activities, in consultation with the Treasurer and Conveners;
- g. Anticipate and resolve any unspecified and unforeseen scenarios, problems or work increases that may arise during the Society events, by creating a contingency plan that is approved by the Executive Council;
- h. Ensure the existence, maintenance, and functioning of an adequate system of internal controls in order to limit society spending, so as to avoid wastage of resources;
- i. Coordinate with the General Secretary for all administrative issues;
- j. Search and secure potential vendors for all the events;
- k. Manage all printing functions of the Music Society in that it shall:
 - i. Handle all the printing requirements 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, certificates, flexes, Delegate Guidebooks, and any other material required;
 - iii. Collaborate with Media to procure all publication material;
 - iv. Identify and select appropriate options for binding, inks, paper, quality, and special printing processes;
 - v. Select and negotiate with the vendors (through procurement) in order to agree on the best price, quality, and due date for the print material;
 - vi. Examine all finished samples and approve quality before delivering material;
 - vii. Ensure that all print material is produced in alignment with the environmental policy in a socially responsible manner;

69. Marketing:

- a. Function in direct coordination and collaboration with the Treasurer;



- b. Design, implement and monitor a comprehensive annual marketing plan for the Music Society, detailing the year's activity, to meet agreed society 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. Maintain and develop current and potential strategic partner relationships within the Corporate Sector and otherwise, in order to secure support for various Music Society projects;
- e. Conduct Market research in order to determine market trends and conditions with respect to LMF and other such student-run events, for the purpose of analyzing target markets and ways of communicating with them, exploring ways of improving the society's event and increasing the profitability of the Society;
- f. Collaborate with the Department of External Affairs, and take primary responsibility for the sponsorship, management and execution of the annual LMF concert;
- g. 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');
- h. Create a link with the Finance Department for efficient completion of all sponsorship agreements and MOUs;
- i. Find a year-long or event specific sponsorships which include:
 - i. monetary;
 - ii. media;
 - iii. print;
 - iv. sampling & travel sponsors;
- j. Work in coherence with Treasurer and Finance Department of LUMS;
- k. Keep track of incoming registration fees and update participant's information in a timely manner;
- l. Responsible for handling trip registrations and collecting payments for society shirts/jackets;



70. Design:

- a. Responsible for the designs of all posters, flyers, tickets, shirts, flexes, backdrops, standees and all other printing materials;
- b. Responsible for all social media promotion alongside the publicity department. This entails ensuring regular coverage and flow of content across all social media platforms;
- c. Responsible for designing all content for social media;
- d. Responsible for marketing approvals for all printing designs;
- e. Responsible for all sponsor dealings alongside the marketing department in regard to all branding in designs;
- f. Coordinate with the media department to update the society website with relevant photographs and videos;

71. Human Resources:

- a. Must retain a database of all society members, complete with roll numbers, phone numbers, and emails. The database must also record each member's current department within the society and must be updated when and if an individual joins or leaves the society. This record may only be shared with the Executive Council, Extended Council, and the Directorate, and an up-to-date version must be provided when requested;
- b. Must maintain the attendance record for all society members, recording attendance at General Body Meetings (GBMs), events, and workshops;
- c. The director and assistant directors of Human Resources shall hold admin status on the society's main WhatsApp group, as well as the Musicians group, and will be charged with the responsibility of establishing these groups, as well as the adding or removal of members from these groups;
- d. Responsible for sending society emails, and notifications on WhatsApp to the general body. Notifications and updates include upcoming society events, notifications for GBMs, the opening of applications for various society positions, etc.;
- e. Responsible for handling the booking of auditoriums for all society meetings (GBMs);
- f. Responsible for creating and sending Google forms to the society when mandated by the Executive Council;



- g. Responsible for handling ticketing in the days prior to, as well as on, the day of ticketed Music Society events, including Thriller and Indie Music Food Fest. The director and ADs must create an excel sheet prior to ticketing for the aforementioned events, which is to be sent to the society via email and WhatsApp for editing and filling;
- h. Responsible for managing the list of performers at Open Houses;
- i. Responsible for inter as well as intra department ice-breaking throughout the academic year;

72. External Affairs:

- a. Responsible for Impression Management for the Music Society to parties within and outside of the University;
- b. Responsible for working in close relation with the marketing department to collaborate on choosing and inviting external artists for events, which includes preparing MOUs as well;
- c. Collecting and organizing updated data for the LMF institutions database for seeking out potential participants;
- d. Carrying out visits to institutions to promote our flagship event, thereby bringing in delegates;
- e. Working in collaboration with the security department to ensure smooth entry/exit and entertainment of the external artists;
- f. Communication with non-sponsoring institutions and potential collaborators such as the National Music Academy, which allow the society to develop deeper relationships with the music community in Pakistan;
- g. Assure that all corporate sponsors are responsibly stewarded for their support and that strong relationships are maintained;
- h. Liaison and network with a range of stakeholders including schools, Music Society members and Alumni, institutions and donor and partner organizations in order to source and secure sponsorship for Music Society events;
- i. Create a marketing database that shall include client and prospect information, both recent and accumulated from previous years;



73. Security:

- a. Create and implement a comprehensive security plan for Music Society events in order to ensure a safe environment for all delegates/participants or artists 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 Music Society events;
- c. Coordinate with CCA regarding the security required for delegates participating in LUMS Music Festival;
- d. Coordinate with the LUMS Security Office regarding delegate identification and guest entry/exit in a timely fashion;
- e. Ensure regular patrolling, especially at night, and implement a curfew and a fine system for delegates who violate the Code of Conduct on LMF, as disseminated to the delegates by the Human Resource Department;
- f. Develop emergency procedures and incident responses in order to effectively deal with a crisis situation during concerts or any other Music Society event;
- g. Conduct thorough post-event evaluation and assessment in order to identify security lapses, breaches and areas of improvement;
- h. Coordinate with CCA office to reserve the common rooms and hostels for the delegates which require accommodation;
- i. Coordinate with the hostel warden to mark the attendance of the delegates in the respective hostels after the curfew;

74. Publicity:

- a. Responsible for ensuring that all venues for society events, including but not limited to REDC Lawn entrance, Open House auditoriums, Workshop auditoriums, LMF event venues, are decorated in advance of the event starting;
- b. Responsible for the on-campus publicity of all Music Society Events. Publicization of events and workshops can be done through posters, flyers, standees and any other means approved by the Executive Council;



- c. Responsible for drafting the list of Publicity and PR related materials that are required for the publicizing and decor at any event, and ensuring that this list is submitted in a timely manner to the Logistics department, so as to procure the required materials well in advance;
- d. Must maintain an inventory for all publicity materials owned by the society, and ensure the efficient preservation and reuse of publicity materials procured by the society at any earlier date, such as to avoid unnecessary costs on orders for excess material;
- e. Must ensure that all the rules and regulations provided by LUMS marketing department and CCA are maintained in every medium used for publicity;
- f. Must ensure the timely decoration of khoka tables for pre-event khoka jams, as well as the decoration and setup of the ticketing stalls for ticketed events such as Thriller and Indie Music Food Fest;
- g. The department is entrusted with the social media handling and PR of the society, which includes the maintenance of its public image, the sharing of posts to LDF, and the publication of official statements- procured from the Executive Council itself;

75. Jam Room Management:

- a. The only position in the directorate not entrusted with the running of a department is the position of Jam room Manager. Instead of running a department, Jam Room Managers are responsible for the handling of the keys to the jam room, as well as the maintenance of the jam room and its equipment. Responsibilities include:
 - i. The handling and use of jam room and studio keys. Jam Room Managers bear the responsibility of providing access to the jam room and studio to any society member that requires it. The studio access may require a prior approval from the Productions Directors;
 - ii. They must ensure that the keys do not get misplaced or fall into the hands of any person other than the ones authorized to hold the keys. The Executive Council reserves the right to penalize the Jam Room Managers in case of non-compliance with this point;



- iii. They must ensure that no illegal copies of the Jam Room or Studio keys are made. They must share any such activity to the best of their knowledge with the Executive Council at their earliest;
- iv. The maintenance of a Jam Room bookings calendar (on Outlook or any appropriate calendar app), editable only by the Jam Room Managers, but accessible for viewing by all society members. Jam Room Managers must process requests for bookings and provide access without discrimination. The Executive Council reserves the right to cancel out or change any bookings whenever deemed necessary;
- v. The drafting of a document consisting of Jam Room and Studio rules and Code of Conduct, to be submitted for review and approval by the Executive Council before being shared with the general body;
- vi. Regular maintenance of the Jam Room and Studio, including getting them cleaned on a regular basis. Maintenance includes lighting, ventilation, A/C maintenance, windows, carpets, and cleaning the equipment;
- vii. Maintaining an inventory of the jam room's equipment and ensuring that equipment does not get lost or damaged. Any loss or damages must be reported to the Executive Council at the earliest notice;
- viii. Keeping track of any equipment that leaves the jam room, be it for use at events, or for lending to another society, and ensuring its timely return. Jam room managers are responsible for overseeing the lending of any equipment to another society for temporary use, assisting with its operation and ensuring its timely return;
- ix. Organizing all equipment for use by musicians in a neat and orderly fashion inside the jam room and studio;
- x. Responsible for preparing the jam room before important jam room events, such as interviews, sponsor meetings, and Jam Room events such as the Induction Gig and Final Jam;



76. Productions:

- a. Perform under the direct supervision of the Head of Productions, other members of the Executive Council, and LMF Conveners (in matters relating to the LUMS Music Festival only);
- b. Facilitate any music-related collaborations between the members of the music society and help them out to the best of their abilities. These collaborations may or may not be limited to live performances, song arrangements, recording sessions, or music production;
- c. Facilitate the use of jam room and studio equipment in events organized by the Music Society or in collaboration with other societies. The Jam Room Managers must be made aware of any equipment leaving or entering the Jam Room/Studio at any time;
- d. Authorize the use of studio equipment only to the members of the Music Society who are familiar with operating the equipment;
- e. Set up and manage live sound on events organized by the Music Society or in collaboration with other societies;
- f. Help the artists performing on any society events with soundcheck and make audio mixes for live performances to the best of their skills;
- g. Record audio for live performances on events through the society-owned audio interface. The performances to be recorded may be specified by the Head of Productions on the event day;
- h. Teach the ADs and the Team Members the use of both, jam room and studio equipment under the supervision of the Head of Productions. Formal tutorials may or may not be organized. These tutorials may or may not be open to the members of the society other than the Productions Department;
- i. Facilitate the ADs and the Team Members in learning the use of a Digital Audio Workstation (DAW) of their preference under the supervision of the Head of Productions. Formal tutorials may or may not be organized. These tutorials may or may not be open to the members of the society other than the Productions Department;
- j. In the case of establishment of a proper teaching system for the musicians of the society, the directors will have to oversee and facilitate the teachers in developing the content for the session;



- k. Develop and implement a recording and production strategy for any studio-recorded content as planned by the Head of Productions;
- l. Assist the Head of Productions in auditioning and shortlisting artists for live performances as well as studio-recorded projects;



PART 4: COMPLAINT AND ACCOUNTABILITY

CHAPTER 1: COMPLAINT MECHANISM

77. Music 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.
78. Any grievances 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.
79. For the sake of confidentiality, the email complaint needs to be sent to the personal email, and not society email, of at least one member of the Executive Council.
80. Any grievances against a member of the Executive Council, such that this member is not the President, may be filed, via e-mail, with the President.
81. 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.
82. 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.
83. 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.
84. To ensure a good work environment for every member and to maintain the cohesion of the General Body, the Executive Council along with the approval of the patron, reserves the right to terminate membership of any member on the basis of a complaint by another member.
85. This complaint may be filed on the basis of harassment including sexual harassment, disciplinary issues, bullying, cyber bullying etc. The Executive Council will form a committee with the patron. The committee will take a vote on the issue and a simple majority will determine whether membership of the student in question will be terminated or not.



86. The committee is expected to gather full information before making a decision, truthfully and without bias. In case of a deadlock, the patron will receive the right to take the final decision.
87. In the case of a harassment complaint, including sexual harassment complaint, the committee investigating the issue should have a 50:50 female to male ratio if possible. This will firstly include the Executive Council, the patron and if the requirement is not met, the committee should vote to select members from the directorate to include in the committee. In case the committee decides that it is inappropriate to add any directors to the committee, then the committee will proceed as it is.
88. All case details and proceedings discussed by the committee as well as the identity of members involved will be kept confidential.
89. All parties involved in the complaints, should currently be part of the society. They should also be a part of the society at the time the complaint is filed.
90. In case of the Disciplinary Committee of LUMS finds said member guilty in the cases pertaining to sexual harassment, the Executive Council reserves the right to terminate said member's membership.

CHAPTER 2: DISCIPLINARY HEARING

91. The executive council holds the right to call any member of the general body for a disciplinary hearing.
92. A member may be called for the disciplinary hearing for 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.
93. Music Society shall have a formal mechanism for disciplinary hearings
 - a. A detailed email specifying the reason for calling for the hearing, specifying the rules and regulation for presenting their case and the date and time of hearing should be sent at least one week prior;
 - b. The verdict shall be communicated within a week via email;



94. The identity of the accused shall not be disclosed to anyone except the members of the Executive Council.

95. The hearings can be held at any point in the academic year.

96. The verdict shall be in accordance to Chapter 3 of Part 1 of the constitution.



PART 5: AMENDMENT TO THE CONSTITUTION

97. The constitution shall be considered the primary reference regarding any procedural or administrative matter that may arise in the working of the Music Society.
98. Where the constitution is silent on a matter, a member, regardless of post, shall be expected to follow established precedent.
99. No amendment shall be passed to this constitution unless the passing of such amendment shall greatly improve the relevance and scope of this constitution. The power to amend the constitution shall lie with the Executive Council.
100. 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;
101. A proposed amendment shall require a two-thirds majority in the Executive Council to pass; therefore for an Executive Council of five members, three votes shall be needed in favor for the amendment to become part of the Constitution, whereas in a Deadlock situation the President may be given 2 votes to decide on the matter.
102. Any amendments made to the constitution shall not conflict with the interest of the Music Society as stated in this constitution. It should be directed towards the betterment of the society and the LUMS community as a whole
103. It should comply with the ethics and values of the community and in no way should compromise the reputation of the Society.