



PLUMS
PUBLICATIONS AT LUMS

Constitution

Publications at LUMS – Constitution

2020

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Preamble

Publications at LUMS is a student society set up to facilitate the creative expression and opinion of the students of LUMS and presides over the official print and electronic student publications at LUMS.

Publications at LUMS utilizes the acronym PLUMS for publicity and common use and from here on will be referred to with this acronym in this document.

PLUMS will have no religious, ethnic, or political affiliations.

PLUMS will uphold the right to free expression for all students in its projects.

PLUMS will allow complete creative control over all its projects.

PLUMS is a not-for-profit organization.

All members of PLUMS are to respect the Constitution and the oath as decreed.

The Constitution should hold an official stamp, testifying the approval of the OSA, and must be signed by Society Patron and the President.

Oath

We, the members of Publications at LUMS, solemnly promise that we will work to the best of our abilities towards the promotion of the society via all fair means.

We promise not to resort to any unfair means, which include publishing the work of an individual without their permission, not giving due credit where applicable, facilitating and allowing plagiarism and nepotism.

We promise to uphold the principles of equality, justice, and fairness.

We promise to abide by the terms of the Constitution and work together for the benefit of Publications at LUMS.

Membership

- (i) All students at LUMS are eligible to become a member of PLUMS, regardless of how they choose to identify themselves.

PLUMS will have no religious, ethnic or political affiliations and will not be biased in its membership criteria on these bases.

- (ii) PLUMS prides itself for the quality of its publications and students wishing to apply to writing positions within the society will be judged and recruited based on their writing prowess as seen fit by the Editorial Board, the Extended Council overseen by the Executive Council within the society.

PLUMS recruits members based on skills besides writing as well due to its functionary departments. These skills will be judged by directors of the respective departments and the Extended Council, overseen by the Executive Council, through applications, interviews and evidence of past experience.

All applicants have the right to appeal to the Patron of PLUMS against the decision made by the committee in charge of recruitment.

- (iii) All students at LUMS will be considered associate members of PLUMS and can contribute towards any PLUMS publication.

All PLUMS alumni will be considered associate members and can contribute towards any PLUMS publication.

To become an active member of PLUMS, current students must go through the formal procedure of induction.

- (iv) PLUMS reserves the right to terminate any active member if the said member fails to fulfill their responsibility. This decision will be taken with the knowledge and insight of the Director HR, the respective Director and the Extended Council. The ultimate decision will rest with the Executive Council with the reports from the aforementioned members.

- (v) Members that fail to fulfill their assigned responsibilities without a reason will be put on probation for two weeks and will be subject to a hearing to present their case. If after this, the member still fails to display commitment and sincerity to their position in the society, the Executive Council reserves the right to terminate the membership of the member in question.

Organizational Structure

The organizational structure of PLUMS comprises of the following;

- a) Patron
- b) The Executive Council
 - i) President
 - ii) Vice President
 - iii) Editor in Chief
 - iv) General Secretary
 - v) Treasurer
- c) The Extended Council
 - i) Head of Internal Relations
 - ii) Head of External Relations
 - iii) Editorial Board
- d) Directorate

Duties

The duties of each of these comprise of the following;

Patron

- i. The Patron must be a member of full-time or full-time visiting faculty and should not handle more than two societies at a time.
- ii. The Patron should be aware of all the events/activities being initiated and progressed from the platform of the society.

- iii. It is mandatory for all the President and General Secretary to get approval of the Patron for any kind of event/activity.
- iv. All external/internal requests should be submitted with the signature of the Patron of society.
- v. If for some reason the Patron is not available; the Officer Extracurricular Activities will be assume this role in the interim.
- vi. The Patron will advise, guide and counsel the Society's members about all matters relating to societies.
- vii. The Patron will have the authority to ensure that all financial controls are observed and no financial irregularity takes place in the affairs of the society.
- viii. In case of any dispute within the Society council, the patron would be the ultimate decision-making authority

Executive Council

1. President

- i. Attends the Student Organizations Orientation Session at the beginning of the academic year
- ii. Attends all meetings and activities or sends a student club member in his/her place
- iii. Reviews and understands the current constitution and manages the society accordingly
- iv. Ensures that the members understand the rules and regulations as determined by the constitution
- v. Adheres to all university policies
- vi. Fulfills all other responsibilities that are assigned to the President

2. Vice President

- i. Coordinates Society promotion and publicity campaigns for various events.
- ii. Interacts with university offices on continuous basis and works as a liaison between the society and management.
- iii. Presides over meetings in the absence of President of the society.
- iv. Makes sure that all university policies must be strictly followed by the society.
- v. Assists the President in all matters relating to the society.

3. Editor in Chief

- i. Oversees the Editorial Board
- ii. Responsible for the final approval for all content before it is published online or in print.
- iii. Oversees the collection of content and its final editing.

4. General Secretary

- i. Oversees Head of Internal Affairs directly
- ii. Oversees human resource management within the society and the university administration
- iii. Responsible to correspond with all interfaces within the organization.
- iv. Liable for all administration duties of the society.
- v. Disseminates information/decisions made by the society to all the executive/general council members of the society.

5. Treasurer

- i. Oversees budget requests for review by the end of the Summer Semester. In case of Summer semester phase out, this **deadline will three weeks after the end of Spring Semester classes**
- ii. Oversees Head of External Affairs directly
- iii. Ensures that all society members have paid their dues or have been reimbursed.
- iv. Maintains an accounting system to record all income and expenses
- v. Deposits any funds into the Student Organization/LUMS Account, maintained at the Accounts Office

- ❖ All the Executive Council members and Extended Council members must report to the President, who must, in turn, report to the patron as well as the Co-Curricular Activities office.
- ❖ In case an Executive Council member is not performing his/her tasks efficiently, he/she can be terminated via voting. A 3/5th majority is required to terminate an Executive Council member.
- ❖ An Executive Council member must inform 2 weeks before resigning, in case such a situation arises.

Extended Council

The Extended Council comprises of the Head of Internal Affairs, Head of External Affairs and the Editorial Board.

1. Head of Internal Affairs

The Head of Internal Affairs oversees all internal functions of the society and reports to the Executive Council, primarily the General Secretary. The Head will oversee the Directors relevant to the Internal Affairs' domain – such as Human Resources, Media, Social Media, Events (internal).

2. Head of External Affairs

The Head of External Affairs oversees all external relations of the society and reports to the Executive Council, primarily the Treasurer. The Head will oversee all Directors relevant to the domain of the External Affairs – such as Marketing and Finance, Logistics, Events (external).

3. Editorial Board

The Editorial Board consists of 3 members respectively responsible for;

- i. Content Collection
- ii. Editing
- iii. Designing

Directorate

The Directorate consists of the following departments whose agendas are renewed in the beginning of each academic year by the Executive Council and Extended Council.

1. Human Resource
2. Logistics
3. Marketing and Finance
4. Events
5. Design & Media

6. Social Media

All General Body members contribute to the publications which are overseen by the Editorial Board.

Finances

PLUMS will not charge a membership fee.

PLUMS reserves the right to sell its publications to the student body at a reasonable cost to cover the printing cost partially or fully. The extra-curricular department must be informed of the selling price of a publication at least two days in advance of the sale.

All financial matters will be overseen by the Treasurer by way of the respective Director(s) and the Head of External Affairs.

All expenses must conform to university policy and must be approved by the Patron.

Amendments

The President, in consultation with the Patron and the Executive Council, reserves the right to amend the constitution of PLUMS.

All amendments must be carried out under full quorum. The President, Vice President, General Secretary, Treasurer and Editor in Chief must be present).

The constitution has to be re-affirmed by the newly selected Executive Council at the beginning of each academic year and signed by the Patron and the President.

All changes to the constitution must be approved by the Patron and must comply with the University policy.

Creative Control

All PLUMS publications will enjoy creative control. PLUMS will respect the freedom of expression of its members.

In case of a dispute over content termed 'controversial', the Editor in Chief will have the final say in the matter, with suggestive power with the Patron of PLUMS.

Recruitment Procedure

(I) Executive Council and Extended Council

Stage 1: Applications

Prior Evaluations (based on previous performance)

Stage 2: Interviews with the Executive Council

(II) Directors and Editorial Board

Stage 1: Applications

Prior Evaluations (based on previous performance)

Stage 2: Interviews with the newly appointed Executive and Extended Council.

(II) General Body Members

Stage 1: Applications

Stage 2: Interviews with the respective Directors, the Extended Council in consultation with the Executive Council.

Conflict Resolution

To ensure a good work environment for every member and to maintain the cohesion of the General Body, the Executive Council reserves the right to terminate membership of any member on the basis of a complaint by another member. This complaint may be filed on the basis of disciplinary issues, bullying, sexual harassment, cyber bullying etc. The Executive Council 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. The Executive Council is expected to gather full information before deciding -- truthfully and without bias. The patron will be kept in correspondence during decisions.

A) Conflict between Executive Council members

The case will be referred to a meeting with all Executive Council members and the Patron. Any decision made will be subjected to a 3/5th majority among the Executive Council with the suggestive power resting with the Patron.

B) Conflict between all other society members

The case will be referred to the Director Human Resources, in confidence of the Head of Internal Affairs. In the case that the conflict is not resolved, the Director and the Head of Internal Affairs must report the case to the Executive Council.

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Signatures

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President Publications at LUMS

Maryam Ahmad Kiyani

Patron Publications at LUMS

Dr. Tania Saeed