

## **Preamble to the Constitution**

We, the members of Riayat LUMS Chapter, hereby establish and ordain this constitution, which seeks to unite students interested in promoting urban planning by various interventions in the current urban planning landscape such as creating AWARENESS regarding sustainable and equitable urban planning through various events, CIVIC ENGAGEMENT by developing the combination of knowledge, skills, values and motivation to make that difference within our community and POLICY WORK by working with relevant stakeholders in order to produce policy suggestions that will promote inclusive and sustainable urban planning

## **ARTICLE I. Name and Purpose**

**Section 1:** The name of this organization shall be: Riayat LUMS Chapter.

**Section 2:** This society is an organization of students who seek to:

1. Offer opportunities to share concerns, express opinions and participate in the solution of problems with other members of the LUMS community via the platform provided by the Riayat LUMS Chapter.
2. Plan and execute approved events, workshops and projects under the ambit of fostering and promoting urban planning.
3. Provide students with opportunities to engage in the field of urban planning by arranging workshops, events and training programs.

## **ARTICLE II. Structure**

Section 1. Riayat LUMS Chapter shall be divided into three broad hierarchal divisions, outlined below:

1. Executive Council
2. Extended Council
3. General Body

## **ARTICLE III. Executive Council and Senior Council**

### **Section 1. Composition**

The Executive Council will comprise of the following:

1. President
2. Vice President – Events
3. Vice President – Marketing
4. General Secretary
5. Treasurer

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.

### **Section 2. Eligibility Criteria**

The Executive Council will have to adhere to the eligibility criteria which is:

1. They must be active, serving members of the Riayat LUMS Chapter.
2. They should have experience of at least one year in the society.
3. 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.
4. They are not eligible to apply for an EC position if they have already applied for an exchange program or a semester abroad in the upcoming academic year.
5. They should have a GPA above 2.5 and should not have been reported to the Disciplinary Committee.

6. Members of the EC must only be members of the graduating batch or in their junior year.

### **Section 3. General Powers of the Executive Council**

1. The Executive Council hold sole authority when making decisions for or on behalf of the society.
2. Any decision taken collectively by the Executive Council will require a simple majority amongst its members.
3. The Executive Council shall ensure that this constitution is respected and upheld by all members of the society.
4. If the constitution is silent on a particular matter, the Executive Council must respond to any given issue based on precedent.
5. All members of the Executive Council must conduct themselves as role models for the remaining members of the Society, and must present themselves in a manner representative of the values of the Society, including, but not limited to, the qualities of honesty, integrity, justice, discipline, professionalism and approachability.

### **Section 4. Division of Power and Duties**

1. The duties of the President shall be as follows.
  - Attend the Student Organizations Orientation Session at the beginning of the academic year.
  - Attend all meetings and activities or send a member in his/her place.
  - Review and understand the current constitution and manage the society accordingly.
  - Ensure that the members understand the rules and regulations as determined by the Constitution.

## **ARTICLE V. Extended Council**

The Extended Council will comprise of Directors of the various departments in the society.

### **Section 2. Departments**

1. Academics and Quality Management:
2. Marketing: The Marketing department comprises of members who are responsible for negotiating deals with various organizations by giving them advertisement rights (and receiving funds from the organizations in return) on the LDS website as well as at any events of LDS. In particular, this department will coordinate with the LUMS Marketing Department. It will also hold meetings with the marketing department of the target company or agency while finalizing the terms of the Memorandum of Understanding. It will also create a link with the Finance Department for efficient completion of all sponsorship agreements and MOUs.
3. Logistics: The logistics department will be responsible to fulfill all the logistical requirements of other departments. In particular, the department will handle procurement and reception of all materials required by all departments, ensure that all procurement indents are handled effectively and approved, manage auditorium well in advance, and assist the department of IT and Design printing of standees and posters.
4. Finance: The finance department will be responsible for keeping record of the society account and reimbursements of student expenditure.
5. Events: The social events department will draft proposals for various social events taking place during the event, work closely with the LUMS Administration and the logistics department in order to select appropriate vendors, work closely the Logistics department in order to ensure that indents are raised well in advance.
6. Affiliations: This department will develop a comprehensive plan to contact, invite and secure a wide range of diverse and important personalities as chief guests and special speakers for the Riayat LUMS Chapter Events. It will also create a comprehensive plan including full itinerary details, transport and accommodation arrangements, and administrative details, in order to ensure proper protocol for each guest. In addition, the department will also develop, administer and maintain an External Relations database that must include a master contact list of both prospective and past guests.

### **Section 3. Eligibility Criteria**

The eligibility criteria of the Extended Council are as follows:

1. All members of the Extended Council hold an equal position in terms of hierarchy.
2. They must be active, serving members of the Riayat LUMS Chapter.
3. They should have experience of at least one year in the society.

4. Members of the Extended Council must only be members of the sophomore batch and the junior batch in the upcoming academic year.

## **ARTICLE VI. General Body**

### **Section 1. Composition**

General Body will include Assistant Directors and Team Members. Assistant Directors will be responsible for assisting Directors, and Team Members will work together to assist Assistant Directors in various tasks assigned by Directors.

### **Section 2. Eligibility Criteria**

The eligibility criteria of the General Body is as follows:

1. The new General Body will be appointed by the Extended Council, overseen and supervised by the Executive Council, at the beginning of every academic year.
2. Assistant Directors and Team Members will constitute General Body.
3. Recruitment of team members will be done from the members of freshman batch and the sophomore batch. However, Assistant directors will be recruited from the Sophomore batch only.



## **ARTICLE VII. Appointment Procedures**

**Section 1.** The outgoing Executive Council and SC will appoint the upcoming EC, and Extended Council.

**Section 2.** The newly appointed Extended Council will, in turn, appoint Assistant Directors and Team Members in the upcoming academic year. Executive Council will supervise and approve the newly appointed members.

**Section 3.** The Extended Council members will be responsible for dealing with all procedures regarding appointment of new members. However, the Executive Council will supervise the Extended Council and will intervene if any of the members from Extended council resigns.

**Section 4.** Resignations will be processed through HR and with a notice period of two weeks. All members of the Riayat LUMS Chapter, regardless of the position, will be responsible of completing the tasks undertaken in the two-week period so that these projects are not left unfinished.

**Section 5.** In case an extended Council member resigns, a new member will be appointed by the EC either from the same department or from a different department keeping in view the duties of that department.

**Section 6.** It will be the duty of the executive council to ensure transparency while overseeing appointment procedures.

## **ARTICLE VIII. Patron**

**Section 1.** Riayat LUMS Chapter will seek guidance from its patron for various projects.

**Section 2.** The patron:

1. Will be a faculty member of LUMS,
2. Will solely be the patron of Riayat LUMS Chapter and no other society,
3. May direct the activities of the society as he/she deems fit and necessary,
4. Will reserve the final say on any matter, including arbitrating or mediating on any matter of conflict that may arise with the Executive Council and vetoing any decision made by the Executive Council.
5. Will reserve the right of removing any member from any position if he/she deems it necessary.

## **ARTICLE IX. Mechanism of Complaint**

**Section 1.** There will be a formal procedure of filing a complaint against any office bearer

**Section 2.** Offenses against which the complains can be filed include; misconduct, unjust use of power and authority associated with a particular designation, unbiased decision making, lack of professionalism, violation of core values of honesty, integrity and discipline etc.

**Section 3.** The society will be required to process all the formally filed complaints timely. However, the member filing the complaint will be required to provide documented evidence to support their stance.

**Section 4.** Any complaint filed against a member other than Executive Council member will be filed via email to the Executive Council.

**Section 5.** Any complaint filed against a member of the Executive Council member, other than the President, will be filed via email to the President.

**Section 6.** Any complaint filed against the President of the Society will be filed via email to the Patron of the society.

## **ARTICLE X. Absence Policy**

**Section 1.** All meetings will be mandatory for all the members of society.

**Section 2.** In case of absence from the meeting, the members will be responsible for notifying and providing a legitimate reason of absence prior to the meeting.

**Section 3.** In case of two consecutive failures to supply *legitimate* notification, the term for the concerned member shall be terminated immediately on the prerogative of the Executive Council.

**Section 4.** Where a member of the Executive Council is the one giving the notification of absence, legitimacy is accorded by unanimous agreement amongst the remainder of the Executive Council.

**Section 5.** The inability to supply a legitimate excuse in two consecutive instances may be sole reason for the immediate termination of term in office.

## **ARTICLE XI. Impeachment**

**Section 1.** An Executive Council member may be fired by the patron or his/her impeachment can be invoked by voting among EC members keeping in view the rule of majority vote.

**Section 2.** An Executive Council member may fire a Director with simple majority approval of all the members of the Executive Council, after verbal or written warning, and a probationary period.

**Section 3.** A Director may fire an Assistant Director of his/her department with simple majority approval of the EC after verbal or written warning, and a probationary period.

## Article XII. Codes of Conduct

The following are the Codes of Conduct that we will be following:

1. Riayat LUMS Chapter will form a Committee for Code of Conduct. This Committee will have 6 members. It will have equal representation of the EC Members and the directors. This Committee will also have equal representation of all genders. The members will be chosen by voting. Everyone has the right to participate. The following will be the duties of the Committee:
  - a. They will receive all the concerns of the society members.
  - b. They will investigate the case themselves. Ask both sides, collect enough proofs.
  - c. They will decide for the case. The decision will then be passed on the president and will be acted upon after the approval of the president.
  - d. Severe cases must be forwarded to the relevant authorities at LUMS.
2. Each member of the society should respect every other member. If any member feels that he/she is disrespected in any way, said person should inform the relevant authorities (The Committee for Code of Conduct).
3. Riayat LUMS Chapter does not follow any hierarchy system. Every member has equal rights. Those on higher position can use their hierarchy card only in extreme conditions (In case of argument, or free riding of a certain member).
4. Riayat LUMS Chapter is a stage that gives equal opportunities to everyone. It is, therefore, **MANDATORY** for all the departments to have both genders in their team.

### Sexual Harassment Policy

Riayat LUMS Chapter will be following the definition of sexual harassment as given below:

*“Any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply with such a request or is made a condition of employment”.*

1. If a member of the society is found guilty of sexual harassment according the given definition, the president has the right to report that member to the Sexual Harassment Committee of LUMS, without giving any second chances to the accused person.
2. The President has a right to ban the accused person from attending General Body Meetings, or performing any other tasks related to the society, however, the president might choose not to do so if the accused person doesn't cause any discomfort to other members by his/her mere presence.
3. Quid pro quo (meaning “this for that”) is strictly prohibited. If any member asks you for a personal favor in return of anything related to the society, File the case with The Committee for Code of Conduct.
4. Abstain from Unwanted sexual statements (READ: SEXUAL JOKES), Unwanted personal attention, or Unwanted physical or sexual advances. If any member feels uncomfortable, he/she should report immediately.
5. If a person is found guilty of harassing someone sexually, physically, or verbally more than once, the society will NOT wait for the relevant authorities at LUMS to decide his/her fate, and he/she will be eliminated from the society right away.

### **ARTICLE XIII. Procedure for Amendments**

**Section 1.** This constitution has been written under the supervision of the Core team of Riayat LUMS Chapter. It will not be amended or be a subject of appeal for the next three years.

**Section 2.** After the aforementioned period, it will be subject to amendments if only if the Executive Council and Extended Council is successful in establishing a two-thirds majority vote on the sections that need to be amended.