



“Lack of compassion is true poverty and it’s abundance is Rizq”

HUNGER FREE PAKISTAN

The Constitution

Table of Contents

ARTICLE 1: INTRODUCTION	4
ARTICLE 2: STRUCTURE	6
ARTICLE 3: DEPARTMENTS	12
ARTICLE 4: PROJECT HEADS	21
ARTICLE 5: COMPLAINT AND ACCOUNTABILITY	22
ARTICLE 6: AMENDMENT TO THE CONSTITUTION	24

PREAMBLE

1. The Rizq LUMS Society shall operate under the Co-curricular Activities Office (CCA), the Office of Student Affairs (OSA) and any other concerned administrative division of Lahore University of Management Sciences (LUMS).
2. The LUMS Student Handbook shall guide all affairs of Rizq LUMS Society, in a manner that is always respectful to all LUMS' traditions. Rizq LUMS Society shall not discriminate on the basis of caste, sex, race, gender, sect, class, nationality, ethnicity or political affiliations.
3. Whereas, Rizq LUMS Society will be led by a patron, who shall be the sole patron of Rizq LUMS Society i.e., not become patron of any other society.
4. Whereas, this constitution was drafted in the year 2019 by the Executive Council.
5. We, the members of Rizq LUMS Society, hereby establish and ordain this constitution, which seeks to unite students interested in the field of social work in good fellowship; to assist students to become the ambassadors of change by:
 - a. Being conscious of our role, responsibility and duty towards Rizq LUMS Society.
 - b. To provide individuals at LUMS a platform to take steps towards civic engagement and solving the critical problem of hunger and food wastage thus playing their part in creating compassionate communities and spreading *rizq*.
6. To encourage people from all backgrounds to come together and work towards a common goal through fundraisers, events, sessions and workshops.

Article 1: Introduction

The *Rizq LUMS Society* endeavors to create compassionate individuals in the youth by serving as a platform of ample opportunities targeted towards their grooming and growth, such that they may become the ambassadors of change for their societies, nations and states. This society aims to enhance perspectives of its members and help them understand the problems of food wastage and food insecurity in Pakistan by incorporating them into a system where they can play their part in ending hunger.

Message from the President:

‘First of its kind, the Rizq LUMS society is devoted to continue the mission that was once initiated between the walls of this university by 3 students. We are powered to work towards a vision developed by the founders of this social enterprise and expanding their philosophy in order to achieve a hunger- free Pakistan. The foundation of this society lies upon 3 main concepts; compassion, teamwork and efficient philanthropy, these form the core of everything we plan to work for and achieve. In the near future, we hope to transform into a society known for its diverse mindsets and strong skill sets working hard towards the most effective solution to a complex problem in Pakistan. This council is realistic enough to realize that the task at hand is not easy but we are ready to take up this challenge not only for the betterment of our society but to become better versions of ourselves. We are motivated, we are excited and we are ready to play our part in ending hunger.’ – *Maryam Irfan Khan*

Vision:

The Rizq LUMS Society endeavors to create compassionate individuals in the youth by serving as a platform of ample opportunities targeted towards their grooming and growth, such that they may become the ambassadors of change for their societies, nations and states. This society aims to enhance perspectives of its members and help them understand the problems of food wastage and food insecurity in Pakistan by incorporating them into a system where they can play their part in ending hunger.

Mission:

Our mission is to restructure the food giving ecosystem and make the LUMS community a compassionate, zero waste community. Instead of generating more food sources for the 110 million people in Pakistan who are food insecure, Rizq aims to utilize the already existing resources present in the society. By utilizing food that would rather go to waste, we achieve our twofold vision of ending hunger by reducing food wastage and efficiently implementing philanthropic activity and instilling a sense of responsibility in our community members.

Society Objectives:

1. Spread knowledge and awareness about food insecurity, poverty, food wastage and the malnourishment situation in Pakistan
2. Promote a culture of active civic engagement and social responsibility among the youth
3. Inculcate a sense of empathy and compassion
4. Promote the SDG of No Poverty, Zero Hunger and Responsible Consumption and Production
5. Help create a solution-oriented approach among the youth in respect to the social issues at hand

Core values:

- Benevolence
- Purity
- Action
- Justice
- Seeding good

Article 2: Structure

Rizq LUMS Society shall operate under the following hierarchical structure (Executive Council):

Patron

Executive Council:

- The President
- The Vice President
- The General Secretary
- The Treasurer
- Vice President: External Affairs

- 1) 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 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 society including, but not limited to, benevolence, purity, action, justice and seeding good
- f. Not following through any Policies laid out in the LUMS Student Handbook

- 2) 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.
- 3) Any member of the society with at least one year of experience can apply for any position of the executive council.
- 4) The Executive Council shall be appointed by a panel comprising the out-going Executive Council.
- 5) 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.
- 6) Interviews for the selection of the Executive Council shall be held before than thirty days prior to the end of the academic year.
- 7) Interviews will be conducted on the basis of applications that shall be sent out to those interested in applying.
- 8) There will be no short-listing amongst the applications received.
- 9) 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.

- 10) These applications will be released to the General Body within 7-10 days preceding the date of the interviews.
- 11) 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 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 not already be part of the Executive Council.

General Powers of the Executive Council

- 1) 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.
- 2) Any decision taken collectively by the Executive Council, that affects the society as a whole, requires a simple majority amongst its members.
- 3) Notwithstanding anything contained in the previous Article, the President shall reserve the final say in all matters of the society.
- 4) The Executive Council shall decide when to schedule interviews or any such selection process for any posts within Rizq LUMS Society.
- 5) The Executive Council shall, collectively and individually, ensure the upholding of this constitution.

- 6) 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.
- 7) All members of the Executive Council must conduct themselves as role models for the remaining members of the Rizq LUMS Society, and must present themselves in a manner representative of the values of Rizq LUMS Society, including, but not limited to, the qualities of honesty, integrity, justice, discipline, professionalism and approachability.
- 8) 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 Rizq LUMS 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.

Roles of the Executive Council:

The Role of Society President

- The President should not promote the society for private enterprise or personal gain.
- The President must attend all meetings and activities or assign a society member in his/her place.
- The President must review and understand the current constitution and university procedures to manage the club accordingly, and bring on board other members as well.
- The President should sign every official document for the society and get it approved from the Patron before submitting it to the extracurricular office.

- The President has the right and obligation to protect the club, and if, in his/her opinion a certain council member is not working for the best interest of the club, he/she with the approval of the committee (Patron, President, any other faculty member on request, and one individual from extracurricular office) should relieve that member of his/her duties.

The Role of Society Vice President

- Coordinates Society promotion and publicity campaigns for various events.
- Interacts with university offices on continuous basis and work as a liaison between the society and management, assuring policy follow and support to the president.
- Presides over meetings in the absence of president of the society.
- Ensures society objectives, events and goals are aligned with the ideology, vision and mission.

The Role of General Secretary

- Record and disburse all minutes of meetings – both internal and with administration.
- Responsible to correspond with all interfaces within the organization.
- Liable for all administrative duties of the society.

The Role of Society Treasurer

- Prepares budget requests for review of the CCA office by the end of the Summer Semester.
- Maintains accounts and submits all bills, receipts, invoices to CCA office.
- Deposit all funds into the Student Organization/LUMS Account, maintained at the Accounts Office.

The Role of Society Vice President: External Affairs

- Act as a liaison between Rizq and Rizq LUMS Society and ensure smooth communication and responsible of transmission of data between the two organizations.
- Responsible for looking over all external projects of Rizq and being the point of contact for the Rizq Social Support Program (RSSP).
- Responsible of handling promotion, publicity and sponsorship techniques for RSSP.

General Body:

- Project Heads
- Directors
- Assistant Directors
- Team Members

- 1) The opinion of each member of the Extended Council, with regards to the affairs of the society, shall have an equal standing.
- 2) 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 smooth flow of work during events and otherwise;

- e. Report directly to the concerned Executive Council members regarding their work.
- 3) 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.
- 4) 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.
- 5) The General Body includes, but may not be limited to the following departments:

Article 3: Departments

Departments:

1. Operations and Logistics
2. Marketing and Fundraising
3. Media and SMM
4. HR & Registrations

5. Design and Creativity
6. EP/ER
7. Events
8. Rizq Social Support Program

- The Team Members shall be inducted by the Executive Council in the beginning of the Academic Year, in consultation with concerned department Directors.
- The out-going Executive Council shall hold interviews for Directors and Assistant Directors, before interviews for Executive Council are held.
- The interviewees for Directors and Assistant Directors must fill out an application that shall be accessible to them prior to the interviews, and its is mandatory for those applying for Directorship to bring an Action Plan with them for the interview.

Department Duties:

Operations and 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;
 1. email moderation;
 2. auditorium booking.
 - iii. Plan and implement the logistical requirements of any society.

- iv. Direct and provide day to day leadership, management, and guidance regarding all logistical activities within Rizq LUMS 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 Host Team.

- f. Aid in developing and managing the budget and all related forecasting and planning activities, in consultation with the Treasurer.

- 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 the Host Team and Secretariat spending, so as to avoid wastage of resources.

- i. Coordinate with the General Secretary for all administrative issues.

- j. Manage all printing functions of the Rizq LUMS 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. Identify and select appropriate options for binding, inks, paper, quality, and special printing processes.

- iii. Select and negotiate with the vendors in order to agree on the best price, quality, and due date for the print material,
- iv. Examine all finished samples and approve quality before delivering material to the team;
- v. Ensure that all print material is produced in alignment with the environmental policy in a socially responsible manner.

Marketing and Fundraising/Finance

- a. Function in direct coordination and collaboration with the Treasurer.
- b. Design, implement and monitor a comprehensive annual marketing plan for Rizq LUMS Society, detailing the year's activity, to meet agreed Rizq LUMS 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. Create a marketing database that shall include client and prospect information, both recent and accumulated from previous years.
- e. Maintain and develop current and potential strategic partner relationships within the Corporate Sector and otherwise, in order to secure support for various Rizq LUMS Society projects.
- f. Assure that all corporate sponsors are responsibly stewarded for their support and that strong relationships are maintained.
- g. Liaison and network with a range of stakeholders including schools, Rizq LUMS Society members and Alumni, institutions and donor and partner organizations in order to source and secure sponsorship for events.
- h. Exploring ways of improving the society's events and increasing the reach of the Society.

- i. 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').
- j. Work closely with the Events department to create indents and financial plan for fundraising events.
- k. Keep track of incoming registration fees and update participant's information in a timely manner.

Events:

- a. Responsible for planning and executing events, workshops, trips.
- b. Responsible for getting approval of events and trips by the CCA office.
- c. Responsible for contacting and negotiating with vendors and with dealing with the CCA office and procurement office in this regard.
- d. Responsible for contacting celebrities for events and workshops.
- e. Responsible for drafting reports for all events and trips.
- f. Produce detailed proposals for each social event including the theme, venue.
- g. Arrangement, specifications, budget, prospective vendors and manpower requirements.
- h. Liaison with the LUMS Administration and the Logistics Department for vendor selection and subsequent purchases.
- i. Coordinate with the Publicity Department to create a publicity plan for the social events via social and electronic media.
- j. Coordinate with the Department of Security for the security requirements for each social event, including both the pre-event and post-event delegate entry and exit.

- k. Oversee the dismantling and removal of the event set-up and clearance of the venue.
- l. Coordinate with Department of Logistics and Treasurer so that all indents go through the proper channel and hierarchy well in advance.
- m. Responsible for ensuring that all decorative assistance needed for any society activity throughout the year.
- n. Responsible for on campus publicity of all society events.
- o. Can publicize through posters, flyers and any other means approved by the executive council.
- p. Liaison with other departments to ensure that all items needed for publicity are procured thoroughly.
- q. Ensure that all the rules and regulations provided by LUMS marketing department and CCA are maintained in every medium used for publicity.

Social Media Marketing;

- a. Responsible for overall publicity of the events and happenings of Rizq LUMS Society on social media.
- b. Work with the External Promotions department for off-campus promotions.
- c. Ensure that posting schedules on the Rizq LUMS Society page on Facebook, Instagram, Snapchat or any other website are followed through.
- d. Keep abreast of current trends in publications with regards to local and international electronic and social media influences, tools and techniques.
- e. Responsible for providing write-ups for the society posts.

- f. Collaborate with the concerned Departments in order to provide, upload and review all content for and on the Rizq LUMS society's social media accounts.
- g. Liaison with the Department of Logistics in order to ensure that all publication material is timely procured to a high quality and is cost effective.
- h. Ensure that professional standards of writing are maintained.

Design:

- a. Responsible for designing of any graphic posters for the usage on social media and on campus for the purpose of promotions and publicity on campus or on social media.

Human Resource and Registrations:

- a. Establish a criterion through which students will be inducted into Rizq LUMS Society as members.
- b. Work with the Department of Design to establish an efficient means of intra-Rizq LUMS Society communication.
- c. Create ways of inculcating motivation and the core values of the Society across all members.
- d. Suggest and conduct methods of ice-breaking with the society members.
- e. Create and keep track of contact details of all Rizq LUMS Society members.
- f. Plan and implement a sound policy for member attendance in social events and communicate this with the General Secretary and the Executive Council.
- g. Make sure attendance is sufficient at the Society Meetings and Training Sessions and create ways to check and improve attendance.

- h. Responsible for drafting a registration package for all annual events with external participation.
- i. Assist the IT department in designing online registration portals for society's events
- j. Come up with a feedback and evaluation survey for delegates and institutions required to improve various aspects of each event
- k. Contact institutions to ensure that the dates decided for a particular event do not clash with general exam trends;
- l. Manage all delegate related queries and address them in a timely manner;
- m. Manage a Help Desk and Information Desk at all society's events with external participation-the Help Desk is a source of information where any queries brought by delegates shall be addressed
- n. Contact and ensure the presence of Emergency Medical Services at each event day
- o. Develop a process to provide for lost tags in an efficient manner, in coordination with the relevant Departments
- p. Coordinate closely with all departments and compile a list of FAQs to streamline the process of responding to delegate queries
- q. Update the Committee Directors and the Host Team about any developments during the Annual Conference.
- r. Encourage a sense of community within the society, especially with the new inductees, and the Alumni network (in coordination with the General Secretary and the Department of Publications)
- s. Create a system of checks and balances through an evaluation system within the society

- t. Implement a proper termination system based on the attendance record and feedback from concerned department directors in mid-year under the guidance of the Executive Council.

External Promotions and Relations:

- a. Responsible for creating and maintaining a database of institutions participating regularly in external events;
- b. Delegate members to visit schools within and outside of Lahore and send them invitations to participate in Rizq LUMS Society external events.

Creativity:

- a. Responsible for ensuring that all decorative assistance needed for any society activity throughout the year.
- c. Responsible for on campus publicity of all society events.
- d. Can publicize through posters, flyers and any other means approved by the executive council.
- e. Liaison with other departments to ensure that all items needed for publicity are procured thoroughly.
- f. Ensure that all the rules and regulations provided by LUMS marketing department and CCA are maintained in every medium used for publicity.

Rizq Social Support Program:

- a) An external department of the Rizq LUMS Society that will be conceptualizing, initiating and implementing projects that help alleviate hunger and poverty, and work towards making marginalized communities zero wastage communities.
- b) Ensure that each project is properly researched, structured, well-informed and documented in proper reports.

- c) Ensure that the department is an active part of the society and is connected to Rizq's ideology of compassion.

Article 4: Projects

1) **Dawat-e-Aam**

- a) To organize a monthly Dastarkhwan and provide clean and fresh meals to the MBM and support staff of LUMS taking place in LUMS
- b) Coordinate with Marketing and Fundraising to raise funds and find potential sponsors for the Dastarkhwan
- c) Provide the LUMS student body a platform for integration and interaction between the LUMS student body and the lower staff at LUMS to build upon the principle of inclusivity
- d) Inculcate Rizq's ideology in its essence through the simple act of giving food

2) **Rizq It**

- a) Relaunch 'Rizq It!' campaign, the first campaign initiated by the founders
- b) Channelize small monetary donations from the student body digitally at all eateries at LUMS to sponsor Rizq LUMS Society Social Support Program and Dawat-e-Aam
- c) Bring all eateries at LUMS under the Rizq It! Campaign
- d) Devise effective strategies for the promotion and implementation of the campaign on campus during the academic year

3) **Food Sharing Project**

- a) Identify all points of food wastage around the campus

- b) Devise and implement well-researched strategies to eliminate all points of food wastage
- c) Ensure that LUMS becomes a zero-wastage zone under the #ZeroWastage campus campaign
- d) Propose and execute ways of channelizing all excess food on campus to people in need

Article 5: Complaint and Accountability

Chapter 1: Complaint Mechanism

1. Rizq LUMS 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

Chapter 2: Disciplinary Hearing

1. The executive council holds the right to call any member of the extended council for a disciplinary hearing.

2. 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.
3. Rizq LUMS 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
4. The identity of the accused shall not be disclosed to anyone except the members of the Executive Council.
5. The hearings can be held at any point in the academic year.
6. The verdict shall be in accordance to Chapter 3 of Part 1 of the constitution.

Article 6: Amendment to the Constitution

1. The constitution shall be considered the primary reference regarding any procedural or administrative matter that may arise in the working of the Rizq LUMS Society.
2. Where the constitution is silent on a matter, a member, regardless of post, shall be expected to follow established precedent.
3. 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.
4. 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.
5. A proposed amendment shall require a two-thirds majority in the Executive Council to pass; therefore for an Executive Council of seven members, four votes shall be needed in favour 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.
6. Any amendments made to the constitution shall not conflict with the interest of Rizq LUMS Society as stated in this constitution. It should be directed towards the betterment of the society and the LUMS community as a whole.
7. It should comply with the ethics and values of community and in no way should compromise the reputation of the Society.

