

## **ShARE Global Think Tank - LUMS Constitution**

### **Article I: ShARE Global Student Think Tank**

**Article II:** ShARE is a multicultural, non-profit organization for students that strive to better understand the complexities of local socio-economic issues through presentations, conferences and projects. With the current emergence of a global knowledge and information society, ShARE's long-term mission is to generate, share and use knowledge to contribute to regions' human, social and economic development.

### **Article III: Membership**

Section 1: Members should possess excellent analytical skills with an ardent interest in research. Moreover, all members should have extra ordinary presentation skills.

Section 2: The selection process starts off with inviting applications. All applicants are supposed to submit a motivational statement. The second step involves a group activity where all applicants will be given a case study which they would have to solve in a given time slot. At the end of group activity, applicants will present their conclusions. The shortlisted applicants will be called for an extensive interview and the list of final members will be announced within 2 working days of the interview.

Section 3: ShARE will have only active members. Active members are defined as those members who at the least, participate in all the core activities and trainings assigned by ShARE Global.

Section 4: To revoke someone's membership, e-mail will be sent by the President to the patron who will then confirm the revocation.

Section 5: The organization will not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age or disability

### **Article IV: Selection of Office Holder**

Section 1: Office holders will be selected through rigorous interview process conducted by existing Executive Council members. The final decision will be taken after approval from Patron. The new Executive Council will be selected every year in Spring Semester.

Section 2: The officers will be responsible for:

- Holding the recruitment drive for the year
- Training new recruits
- Coordinating with the Global Body of ShARE

Section 3: It is the responsibility of the outgoing officer to name her/his successor before resigning from her/his responsibilities. The officer's nominee will then be assessed by the executive council and the patron and only then will be able to take up the office. In case the officer resigns unexpectedly due to some dispute or similar reason, the President and Vice President will hold a meeting with the resigning officer's department, informing them of the situation and will invite applications for the post. The best suited candidate will be awarded the position.

### **Article V: Impeachment procedures**

The scope of the Impeachment procedure will vary with the magnitude of the offense. In worst cases, e.g. financial scandals, outright expulsion from the society may result; however, even in the aforementioned scenario, consultation with all executive council members or at the least, between the President and Vice President will be required.

Presidential impeachment will require an absolute consensus among all the other council members including the Vice President. The case will be discussed with the Patron, who will advise appropriate action.

Vice Presidential impeachment will require a majority consensus among all the other council members including the President. The case will be discussed with the Patron, who will advise appropriate action. The President does not hold absolute power to suspend or expel a general body member or an executive council member. Consultation with the Vice President on that matter will be required. Additional consultation with the patron will be required in the case of an Executive Council Member.

Procedure: A justification will be required from the violating officer on the first offense. A warning will be issued on the second offense and the case will be taken up for suspension/expulsion on subsequent offenses. No charges will be held, in case of valid justifications provided by the violating officer.

## **Article V: Organizational structure**

### Section 1: The Executive Council

- **President:** Responsibility of the president is to oversee following activities:
  - o Presentation of ShARE and recruitment of new members
  - o Training of members
  - o Planning of activities
  - o Handover of Council
  - o Coordination with ShARE Global Body
- **Vice President:** The Vice President is responsible for assisting the President in carrying out all activities.
- **General Secretary:** General Secretary is accountable to the President. General Secretary oversees the publicity and marketing of ShARE and its events. General Secretary helps coordinate research activities of the different departments.
- **Treasurer:** The treasurer is responsible for managing the finances of the society. They will oversee budgeting and collecting funds for future events. Moreover, they shall look after sponsorships and oversee dealings with vendors.

Other key posts include:

- **Patron:** A patron is a full-time faculty member. The responsibilities of the Knowledge Advisor are as follows:
  - o Providing crucial guidance
  - o Playing the role of an arbiter/moderator in the case of conflict
  - o Approving society activities
  - o Approving necessary society expenditures
  - o Helping resolve any conflicts of interest that may arise vis-à-vis the administration

**Article VII: Meetings and procedures** Meetings are of four types:

1. Executive Council Meetings: Have to be attended by the President, the Vice President and the General Secretary. General and specific issues of interest are discussed.
2. General Body Meetings: Meeting of all society members to discuss the general progress of activities and any related issues.
3. Patron-Council Meetings: Intended to update the Patron on important issues pertaining to network research, events and disputes. These meetings are crucial in guiding the members in their role.
4. ShARE Global-LUMS Meetings: Conference calls between the ShARE Executive Council and a senior ShARE Global representative. These meetings are intended to discuss general progress of the team.

Section 1: Policy for absences the absentee shall inform in advance if he intends to miss a meeting. There should be valid justifications. Unjustified absence from more than three consecutive meeting may result in her/his suspension/expulsion from her/his post/society.

**Article VIII: Finance Role of the General Secretary**

The General Secretary oversees the finances of the society. It is not the responsibility of the General Secretary to hunt for Sponsors. In that matter, the General Secretary shall coordinate with the President and the Vice President. The General Secretary shall update the executive council on the society's financial position on every meeting. The General Secretary is also directly accountable to the Patron for the usage of funds.

Section 1: All transaction records and receipts are kept by the General Secretary. All funds require the approval of the Patron, the President, General Secretary and (occasionally) the Societies Directors. The General Secretary is authorized to collect all funds on behalf of the President

**Article IX: Amendments - method of adoption**

Section 1: Proposal for amendments may come from any of the council members or the Knowledge Advisor. A simple majority will be required to pass an amendment.

Section 2: All council members shall vote in favor of, or against the proposed amendment in the executive council meeting. The Knowledge Advisor shall be informed in advance, by the President or the Vice President, of any such proposal.

**Article X:** All changes to this constitution must be approved.

**Article XI:** The society constitution should hold an official stamp, testifying the approval of the Extracurricular Committee

**Article XIII: Sexual Harassment Policy**

Send out an anonymous form on a weekly/bi-weekly basis in order to check conduct between members. When someone comes forward with an allegation against someone else, we will:

- Ask them for their allegation and any/all supporting evidence that they have in any form.
- With the victim's consent, Inform the accused that something of this nature has come to light.

- Conduct a hearing with the accuser to discuss the situation and evidence. The panel will consist of the society EC, Patron, and other admin members to add to evade bias and have guidance. If any EC member is linked to the case, they will be suspended for the hearing to avoid bias.
- Conduct a hearing with the accused the same way with the same panel to offer them a chance to voice themselves as well. All are entitled to due process.
- The panel will sit down and reach a unanimous decision. Whether to suspend the member and act within the society under the guidance of the patron or to forward the case to the DC/Sexual Harassment Committee on behalf of the society.
- Whatever decision is reached; the accused will be informed.

