



# THE CONSTITUTION

**Table of Contents**

**Preamble..... 3**

**ARTICLE I: Name and Purpose ..... 4**

**ARTICLE II: Structure ..... 5**

**ARTICLE III: Executive Council and Senior Council..... 6**

**ARTICLE IV: Junior Council..... 10**

**ARTICLE V: Extended Council..... 12**

**ARTICLE VI: General Body ..... 15**

**ARTICLE VII: Appointment Procedures ..... 16**

**ARTICLE VIII: Patron..... 17**

**ARTICLE IX: Complaint Mechanism..... 18**

**ARTICLE X: Absence Policy..... 19**

**ARTICLE XI: Impeachment ..... 20**

**ARTICLE XII: Procedure for Amendments..... 21**

### **Preamble to the Constitution**

We, the members of LUMS Daily Student, hereby establish and ordain this constitution, which seeks to unite students interested in the field of journalism in good fellowship; to assist students seeking to live up to the noblest principles of journalism and to advance the standards of journalism within this university by: **TAKING ACTION** in order to ensure that freedom of information is maintained in the college campus, **FOSTERING** adherence to basic ethical principles while ensuring that information is available without hindrances, **CREATING** opportunities for students interested in the field of journalism, **ENCOURAGING** diversity by not discriminating in terms of gender, ethnicity, age, cast, religion or creed, and thereby establishing the value of journalism as a key democratic institution in **ALL SPHERES**.

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

**Section 1:** The name of this organization shall be: LUMS Daily Student.

**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 LUMS Daily Student.
2. Plan and execute approved events, workshops and projects under the ambit of fostering and promoting journalism.
3. Provide students with opportunities to engage in the field of journalism via internships, workshops and training programs.

## **ARTICLE II. Structure**

**Section 1:** LUMS Daily Student shall be divided into four broad hierarchal divisions, outlined

below:

1. Executive Council & Senior Council
2. Junior Council
3. Extended Council
4. 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
3. General Secretary
4. Treasurer

The Senior Council will comprise of either **one or two Senior Officer holding an equal position with the Executive Council in terms of hierarchy and voting powers.**

The tenure of the Executive Council and the Senior 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 and the Senior Council will have to adhere to the eligibility criteria which is:

1. They must be active, serving members of the LUMS Daily Student.
2. They should have experience of at least two years in the society.
3. They cannot have active positions in any other society other than the LUMS Daily Student.
4. 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.
5. They are not eligible to apply for an EC or SC position if they have already applied for an exchange program or a semester abroad in the upcoming academic year.
6. They should have a GPA above 2.5 and should not have been reported to the Disciplinary Committee.
7. Members of the EC and the SC must only be members of the graduating batch i.e. they must be seniors.

**Section 3: General Powers of the Executive Council and the Senior Council**

1. The Executive Council and the Senior Council hold sole authority when making decisions for or on behalf of the society.
2. Any decision taken collectively by the Executive Council and Senior Council will require a simple majority amongst its members.
3. The Executive Council and Senior 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 and Senior Council must respond to any given issue based on precedent.
5. All members of the Executive Council and Senior 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.
- Adhere to all university policies.
- Fulfill all other responsibilities that are assigned to the President.

2. The duties of the Vice President shall be as follows.

- Interact with university offices on continuous basis and work as a liaison between the society and management.
- Preside over meetings in the absence of the President.
- Make sure with the President that all university policies regarding events must be strictly followed by the society.
- Assist the President in all matters relating to the society.
- Guide Junior Council members in assisting and organizing events throughout the year.

3. The duties of the Secretary shall be as follows.

- Make a note of all minutes of meetings throughout the year.
- Keep all the records of meetings held both internal and with administration.
- Maintain membership directory of Executive, Senior, Junior and Extended Councils, and the General Body for current year.
- Handle all administration duties of the society.
- Disseminate information/decisions made by the society to all the members of the society.

4. The duties of the Editor-in-chief shall be as follows.

- Editors in chief manage and oversee the content produced for publications or websites.
- This includes reviewing all content produced, such as articles and photographs, developing strategies and style guidelines, and representing the brand at social events throughout the year.

5. The duties of the Treasurer shall be as follows.

- Prepare 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.**

- Attend the Officer's Orientation Session every Fall Semester.
- Submit bills, receipts, invoices to Extra-curricular staff.
- Ensure that all members have paid their dues.
- Maintain an accounting system to record all income and expenses.
- Deposit any funds into the Student Organization/LUMS Account, maintained at the Accounts Office.

6. The duties of the members of the Senior Council will be as follows:

- Assist and advise the members of the Executive Council in matters concerning the society.
- Assist and advise the members of the Junior Council.
- Oversee administrative decisions.

## **ARTICLE IV. Junior Council**

### **Section 1: Composition**

The composition of the Junior Council is as follows:

- 1. Two** CARMA conveners
- 2. Five** Junior Officers
- 3.** Junior Editor

### **Section 2: Eligibility Criteria**

1. All members of the Junior Council hold an equal position in terms of hierarchy.
2. They must be active, serving members of the LUMS Daily Student.
3. They should have experience of at least two years in the society.
4. They are not eligible to apply for a Junior Council position if they have already applied for an exchange program or a semester abroad in the upcoming academic year.
5. Members of the Junior Council must only be of the junior batch in the upcoming academic year.

### **Section 3: Division of Powers and Duties**

1. CARMA conveners will oversee all departments with regards to the execution of the LDS flagship event: the Convention of Aspiring Reporters and Media Anchors (CARMA).
2. The Junior Editor will oversee the publications department. The day-to-day tasks performed by junior editors involve a high level of technical expertise and attention to

detail. Junior editor will be responsible for mastering finished products in time and archiving existing projects to ensure that sufficient resources exist to allow for new projects.

3. All remaining departments will be assigned to a particular member of the Junior Council. Junior Council members will have to work closely with the CARMA conveners, the Junior Editor and the members of the EC and SC. Allotment will be as follows:

**I. Junior Officer 1**

- Logistics
- Finance
- Registrations

**II. Junior Officer 2**

- Journalism Events
- External Relations

**III. Junior Officer 3**

- Human Resource
- Marketing

**IV. Junior Officer 4**

- Security
- Accommodations
- Social Events

**V. Junior Officer 5**

- Media and Publicity
- IT

## **ARTICLE V. Extended Council**

### **Section 1: Composition**

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

### **Section 2: Departments**

- 1. Publications:** This department will comprise of sub editors who have demonstrated a serious interest in journalism or the written word. They will be responsible for writing articles about events happening at LUMS, as well as op-eds and other forms of creative expression. The goal of this department will be to provide students with a safe platform to express their views whilst bearing in mind ethical journalistic behavior. This department will develop, coordinate and supervise the writing, editing, designing, illustrating and conceptualizing of all publication material for the society on both print and electronic media. It will collaborate with the Department of IT in order to provide, upload and review all content for and on the LDS Website and ensure that the LDS newspaper is designed well in time.
- 2. Media and Publicity:** The Media and Publicity department is responsible for providing the LUMS Daily Student with media coverage on social media, of events organized under the society's ambit, as well of articles, pictures, videos and other media uploaded on the LDS website. This department is also responsible for publicizing various events which LDS hosts.

- 3. 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.
- 4. IT:** The IT department shall be responsible for maintenance and running of the website and any online activities required to supplement the functions and running of the other departments.
- 5. 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.
- 6. Finance:** The finance department will be responsible for keeping record of the society account and reimbursements of student expenditure.

- 7. Registrations:** This department will be responsible for correspondence with registered institutes prior to an event being conducted by LDS, handling phase wise registrations as well as registration fees in coordination with the treasurer, coordinating with relevant departments in order to address concerns put forward by delegates. The Registrations department will also work in liaison with the IT department in order to create a registrations portal, formulate a timeline which clearly demarcates the various stages of the registration process, ensure that all queries, questions or problems raised by delegates are dealt with effectively and efficiently, promptly follow up with ALL REGISTERED DELEGATES and ensure that they pay on time, and work closely with the Accommodations department in order to ensure that a helpdesk is set up in order to respond to queries of out-station delegates.
- 8. External Promotions:** This department will prepare a comprehensive list of institutes to be approached by LDS, ensure that Ensure that emails are sent out to relevant institutions and that the emails are followed up with EP visits or that posters/flyers are emailed to them.
- 9. Academic Events:** This includes sessions conducted on various issues such as the fundamentals of journalism, a talk on current affairs by a relevant media person, debates on controversial issues that require an academic arena for a safe and controlled thought-provoking discussion, and the like.
- 10. Journalism Events:** These include eight events, which include Discover the Difference, Anchor IT, Snap It, Public Service Message, Print Pandemonium, Shootout, Investigative Journalism and Voice Box. Journalism events provide the basis for CARMA and the criteria on which teams will be judged. They aim to cover as many domains of the field



of journalism as possible to give competing teams first-hand experience of persons in the field including writers, analysts, reporters, and anchors.

**11. Social 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.

**12. Accommodations:** The accommodations department for both male and female delegates will coordinate with the LUMS administration in order to provide delegates with suitable off-campus accommodation during the event, ensure that the accommodation provisioned meets adequate sanitary and safety standards, maintain an efficient and responsive helpdesk in order to respond to queries or concerns that delegates may have with regards to accommodation, coordinate with the LUMS administration and the logistics department in order to arrange for transport which will take delegates back and forth from the accommodation venue to LUMS on all three days of the event, and maintain an accommodations database in liaison with the registrations department.

**13. External Relations:** 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 LUMS Daily Student's flagship event, CARMA. 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 ER department will also develop, administer and maintain an External Relations database that must include a master contact list of both

prospective and past guests.

**14. Human Resource:** This department will establish an efficient means of intra- society communication. It will also create ways of inculcating motivation and the core values of the society across all members, conduct and innovate methods of ice-breaking within the society, create and keep track of contact details of all members and make sure that attendance is sufficient at society meetings and training sessions.

**15. Security:** The security department will create and implement a comprehensive security plan for the annual CARMA in order to ensure a safe environment for all delegates including the security policy, guidelines and contingency plans. It will also collaborate with the LUMS administration and external groups, for instance DHA security, if need be, to effectively address all risk assessments for the annual CARMA. In addition, it will coordinate with the LUMS Security Office regarding delegate identification and guest entry/exit in a timely fashion. Furthermore, the department will develop emergency procedures and incident responses in order to effectively deal with a crisis situation.

### **Section 3: Eligibility Criteria**

The eligibility criteria of the Extended Council is 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 LUMS Daily Student.
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**

The General Body shall comprise of Team Members. Team Members will assist the Directors and the respective Junior Officers.

### **Section 2: Eligibility Criteria**

The eligibility criteria of the General Body is as follows:

1. The new General Body will be appointed by, overseen and supervised by the Junior Council, at the beginning of every academic year.
2. The General Body will comprise of Team Members.
3. Members of the General Body must only be members of the freshman batch in the upcoming academic year.

## **ARTICLE VII. Appointment Procedures**

**Section 1:** The outgoing EC and SC will appoint the upcoming EC, SC, JC.

**Section 2:** The newly appointed SC and JC will appoint the Extended Council.

**Section 3:** The newly appointed Extended Council will, in turn, appoint Team Members in the upcoming academic year. This process will supervised and overseen by the Junior Council, and approved by the EC and SC.

**Section 4:** The EC and the SC will only intervene in appointment procedures if a member of the JC or the EC and SC submits a letter of resignation. Otherwise, all procedures regarding appointment of the new General Body, as well as resignations and consequent appointments of members of the Extended Council will be dealt with by the JC.

**Section 5:** Resignations will have a two-week notice period during which the council member resigning will have to ensure that tasks under their jurisdiction are not left incomplete. This applies to **all members** of the LUMS Daily Student.

**Section 6:** In case a Junior Council member resigns, a new Junior Council member will be appointed by the EC and SC.

**Section 7:** All appointment procedures will unbiased and transparent.

**ARTICLE VIII. Patron**

**Section 1:** The society shall operate under the guidance of the patron.

**Section 2:** The patron:

1. Will Be a member of the LUMS faculty,
2. Shall solely be the patron of LDS and no other society,
3. May direct the activities of the society as he/she deems fit and necessary,
4. Shall reserve the final say on any matter, including arbitrating on any matter of conflict that may arise with the EC and the SC, and vetoing any decision made by the EC and SC.
5. May remove any member from any position as he/she deems if necessary.

## **ARTICLE IX. Complaint Mechanism**

**Section 1:** The society will have a formal mechanism for the filing of complaints against any office bearer.

**Section 2:** 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.

**Section 3:** 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.

**Section 4:** Any grievance 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.

**Section 5:** Any grievance against a member of the Executive Council, such that this member is not the President, may be filed, via e-mail, with the President.

**Section 6:** 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.

## **ARTICLE X. Absence Policy**

**Section 1:** It shall be mandatory for all members to attend all meetings.

**Section 2:** All members must provide prior notice and legitimate excuse of absence in the event of absence in a general body 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 EC and SC.

**Section 4:** Where a member of the EC or the SC is the one giving the notification of absence, legitimacy is accorded by unanimous agreement amongst the remainder of the EC and SC.

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

## **ARTICLE XI. Impeachment**

**Section 1:** A Junior Council member may be fired by the EC and/or SC with simple majority approval of the EC and SC, after verbal or written warning, and a probationary period.

**Section 2:** A Junior Council member may fire a Director with simple majority approval of all eight members of the Junior 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 JC after verbal or written warning, and a probationary period.

**Section 4:** The process of removal of a member of the Executive Council or the Senior Council can be invoked only by a member of the EC or SC, who should have at least one more EC and SC vote in order to satisfy the condition of simple majority vote for impeachment.

**Section 5:** The initiation of the process specified in (3) shall lead to a voting process of the EC, SC and JC, where the EC or SC member may be impeached by a simple majority vote of the aforementioned.



## **ARTICLE XII. Procedure for Amendments**

**Section 1:** This constitution has been written under the supervision of the Executive Council of the year 2016-2017 and amended by the Executive council of the year 2019 - 2020. However, it will not be subject to appeal and will not be amended for the next five years.

**Section 2:** In the event that it is subject to amendments after the aforementioned period, all amendments will be sent to the EC and SC after which they will be passed **only if** they manage to establish a two-thirds majority vote within the EC and SC.