



PAK-AUSTRIA FACHHOCHSCHULE:
INSTITUTE OF APPLIED SCIENCES AND TECHNOLOGY

YTL

Constitution of Youth Tech Link (YTL)

Youth Tech Link (YTL) Constitution: Empowering
Students Through Technology and Innovation

CONSTITUTION OF YOUTH TECH LINK (YTL)

A Student Society at PAF-IAST

Official Draft, For Review & Ratification

PREAMBLE

Youth Tech Link (YTL) is established at Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF-IAST) as a student-led, faculty-guided society dedicated to cultivating technical capability, applied learning, leadership and social responsibility among students. YTL recognises that high-quality education extends beyond lectures and laboratories: it must include project experience, industry engagement, mentorship, and opportunities that prepare students for the evolving global workplace. This Constitution sets out YTL's mission, governance model, membership framework, operational procedures, financial controls, and accountability mechanisms to ensure the society functions with transparency, sustainability and measurable impact.

The society will serve as a bridge between academic curricula and industry practice by providing structured training, collaborative projects, career support, and community outreach. The policies and procedures contained in this Constitution are intended to ensure that YTL is inclusive, professional, and aligned with PAF-IAST's institutional values and regulations.

ARTICLE I — NAME, SCOPE & AFFILIATION

1.1 Official Name. The society shall be known as **Youth Tech Link (YTL)**.

1.2 Scope of Activities. YTL is authorised to run on-campus programs and off-campus activities that have prior approval from the relevant institutional authority. Activities may include workshops, seminars, hackathons, awareness drives, internships coordination, live projects with industry, and other events consistent with PAF-IAST policy.

1.3 Institutional Affiliation and Compliance. YTL operates under the umbrella of PAF-IAST and adheres to the institute's rules, regulations and code of conduct. All MoUs, financial commitments, and public communications that materially involve the

institute must receive required approvals from the Advisor and the Competent Authority (Provost/Administration), as described in this Constitution.

ARTICLE II — FOUNDATIONAL PRINCIPLES

YTL's activities, decisions and partnerships will be guided by the following principles:

- **Inclusivity:** YTL welcomes students from all academic disciplines and backgrounds, explicitly providing pathways and foundational training for students from non-technical fields so they can participate meaningfully in technology projects and career opportunities.
- **Academic Integrity & Professionalism:** All programming and project activities must maintain high standards of academic honesty, intellectual rigor, and professional conduct.
- **Transparency & Accountability:** Governance, finances and partnerships will be conducted in an open, documented manner to maintain trust with stakeholders.
- **Innovation & Impact:** The society will prioritise projects and events that produce demonstrable learning outcomes, entrepreneurial initiatives, or measurable community benefit.
- **Sustainability:** Program design and procurement decisions will favour sustainable practices where feasible and ensure continuity through documentation and alumni engagement.

ARTICLE III — AIMS & OBJECTIVES

YTL's objectives are to deliver practical and sustained benefits to PAF-IAST students and the broader community. These objectives include:

1. **Develop Digital Literacy and Technical Competence.** Provide structured courses, bootcamps and guided learning paths (beginner to advanced) in fields such as web and application development, cloud fundamentals, data analytics, cybersecurity basics, multimedia design and other industry-relevant domains.

2. **Translate Theory into Practice.** Facilitate applied projects, labs and industry-sponsored live assignments that allow students to apply classroom theory to real problems and produce demonstrable artefacts.
3. **Career Enablement & Professional Preparation.** Offer mentorship, portfolio development, interview preparation, freelancing orientation and employer engagement activities to increase students' employability and practical readiness.
4. **Encourage Interdisciplinary Collaboration & Inclusion.** Create mechanisms that bring together students from diverse departments—technical and non-technical—so projects benefit from varied perspectives and every student has access to foundational tech training.
5. **Promote Innovation & Entrepreneurship.** Support ideation, prototyping and incubation pathways, including support to prepare proposals for external funding, business mentoring and industry pitching.
6. **Community Service & Social Impact.** Organise digital literacy drives, awareness campaigns and volunteer projects that apply technology for public benefit within the campus and neighbouring communities.
7. **Sustainability & Institutional Memory.** Maintain documentation, handover protocols, alumni relations and evaluation methods to ensure continuity, improvement and long-term impact.

Each objective is operationalised through YTL's functions, programs and governance processes, described in subsequent Articles.

ARTICLE IV — FUNCTIONS AND PROGRAMMES

YTL will implement its objectives through a set of interrelated functions. Each function is delivered through planned initiatives and measured by clear outcomes.

4.1 Training & Skill Development. YTL will design and deliver practical training programmes—spanning introductory digital literacy for novices to advanced short courses in programming, cloud basics, data tools and creative media. Curricula will be outcome-oriented, emphasising hands-on labs, capstone tasks and competency checklists. Beginner tracks will ensure that students with no prior technology

background acquire the confidence and fundamental skills necessary to participate in higher-level projects.

4.2 Project Incubation & Hackathons. YTL will host hackathons, design sprints and incubator tracks that guide multidisciplinary teams from concept to prototype.

Projects will receive mentorship, access to institutional resources and, where applicable, assistance in seeking external support or commercialization pathways. Selection criteria, timelines and deliverables will be published before events.

4.3 Industry Engagement & Career Services. The society will cultivate relationships with employers, alumni and professional networks to offer internships, live projects, guest lectures and placement pathways. Career services include portfolio clinics, mock interviews, LinkedIn optimization, and freelancing clinics. YTL will document placements, internships and employer feedback as part of its impact reporting.

4.4 Research Awareness & Emerging Tech Seminars. Regular seminars, tech expos and speaker series will expose students to emerging trends and best practices. Events will be curated to reflect industry demand and academic relevance.

4.5 Community Outreach & Social Projects. YTL will design outreach initiatives (e.g., school digital literacy programs, environmental tech drives) that both provide social value and enable students to gain leadership and communication experience.

4.6 Communications & Media. YTL will maintain an official digital presence (website, social media channels, podcasts) to publicise events, showcase outcomes and maintain institutional branding consistent with PAF-IAST policy.

ARTICLE V — MEMBERSHIP (DETAILED)

YTL's membership framework is designed to be inclusive while encouraging active engagement and recognizing leadership.

5.1 Eligibility and Non-Discrimination. Membership is open to all currently enrolled students of PAF-IAST irrespective of department, semester or academic program. YTL rejects discrimination on grounds of gender, religion, ethnicity, socioeconomic status or disability. Special outreach efforts and beginner-friendly curricula will ensure equitable participation by students with no prior technology experience.

5.2 Categories of Membership.

- **General Member:** Any student who completes the membership form and basic induction. General Members may attend events, access learning resources and submit project proposals.
- **Active Member:** A student who demonstrates ongoing engagement by meeting an attendance/participation threshold (e.g., attending at least two major events or contributing hours to a project in a semester). Active Members receive priority in internships, fellowship applications and leadership nominations.
- **Executive Member / Cabinet Officer:** Students appointed or elected to defined leadership roles within the Cabinet. Executive Members carry responsibilities and are expected to maintain higher participation, reporting, and ethical standards.

5.3 Enrollment Process. Prospective members shall complete the official membership form (Annexure A), attend an orientation session, and consent to the Code of Conduct and data usage terms. The General Secretary shall maintain a secure member register.

5.4 Member Rights. Members are entitled to participate in YTL activities, access mentorship and resources, propose events, vote in general meetings (subject to Active Member status and quorum rules), and stand for elected positions if eligible.

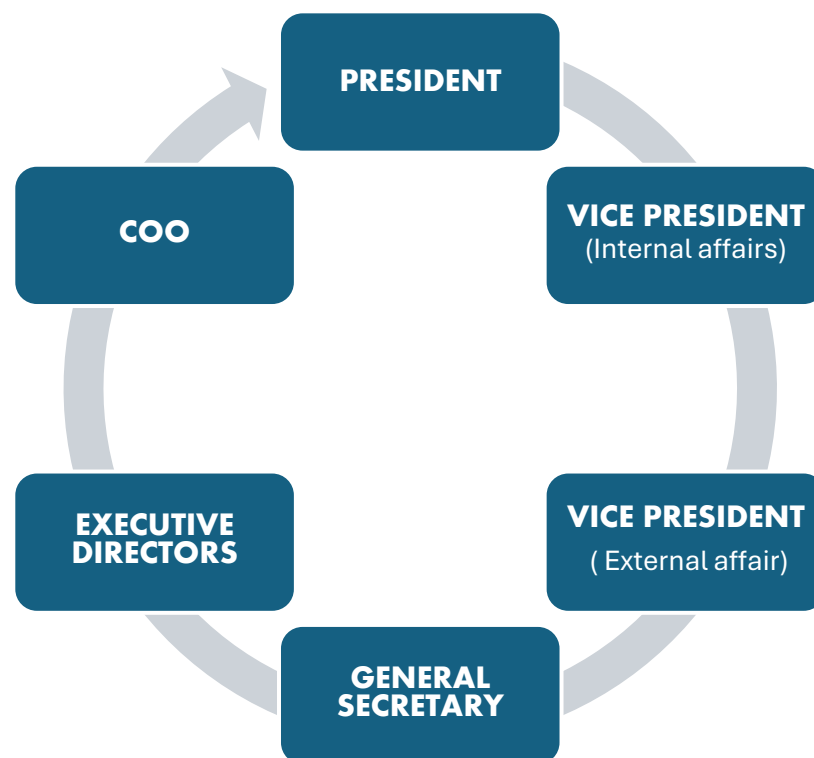
5.5 Member Responsibilities. Members must adhere to the society's Code of Conduct, maintain professional behaviour at events, respect campus property and comply with health & safety rules. Active Members must contribute to at least one society activity per term.

5.6 Renewal, Suspension and Termination. Membership renewal is annual and contingent on good standing. The society may suspend or terminate membership after due process for gross misconduct, severe policy violation, or prolonged inactivity. The Grievance Committee (Article XIV) will oversee disciplinary proceedings and appeals.

ARTICLE VI GOVERNANCE, ROLES & ACCOUNTABILITY

YTL follows a clear governance model combining faculty oversight and student executive leadership to ensure accountability, continuity and professional standards.

6.2 Student Cabinet (Executive Body). The Cabinet is responsible for strategy, programme delivery and operational management. Standard offices include:



President

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| — **Vice President (Internal Affairs)**

| | — Training & Development Dept

| | — Events & Operations Dept

| | — Support & Inclusion Dept

| | — Documentation Dept

|

|— **Vice President (External Affairs)**

| |— Public Relations & Communication Dept

| |— Outreach & Inspiration Dept

| |— Sponsorship-related roles in Finance Dept

|

|— **General Secretary**

| |— Works across all departments for records & admin

|

|— **Executive Director**

| |— Oversees all department heads for project delivery

|

|— **COO**

| |— Media & Content Dept

| |— Technology & Innovation Dept

| |— Finance & Evaluation Dept

ORGANIZATIONAL HIERARCHY AND FUNCTIONAL ROLES

1. President

The President serves as the highest authority and overall leader of the organization. This role carries the responsibility of shaping the vision, mission, and strategic direction of the institution. The President ensures that all executives, departments, and members work in alignment with organizational goals and values. Additionally, the President represents the organization in critical decision-making processes, high-level partnerships, and external engagements, serving as the chief guardian of its mission and reputation.

The President also plays a central role in interviews and selections, sitting alongside the Advisors and Vice Presidents to evaluate and appoint Directors and departmental leadership.

2. Vice President (Internal Affairs)

The Vice President of Internal Affairs is responsible for overseeing the internal structure, culture, and operations of the organization. This role emphasizes capacity building, organizational stability, and member engagement. By ensuring effective systems and supportive environments, the Vice President (Internal Affairs) strengthens the foundation upon which the organization operates.

Departments under Internal Affairs:

- Training & Development Department: Enhances the knowledge, skills, and leadership capacity of members.
- Events & Operations Department: Manages the planning and execution of internal events, programs, and activities.
- Support & Inclusion Department: Promotes diversity, accessibility, and member welfare.
- Documentation Department: Maintains official records, archives, and internal reporting systems.

The Vice President (Internal Affairs), together with the President and Advisors, participates in the interview and selection process for Directors and departmental heads.

3. Vice President (External Affairs)

The Vice President of External Affairs acts as the organization's primary liaison with the outside world. This role focuses on expanding influence, building partnerships, and managing the organization's public image. The Vice President (External Affairs) ensures that the organization remains visible, relevant, and connected to external stakeholders.

Departments under External Affairs:

- Public Relations & Communication Department: Directs branding, media relations, and communication strategies.
- Outreach & Inspiration Department: Builds networks, strengthens community engagement, and promotes the organization's vision.
- Sponsorship-related roles in Finance Department: Secures sponsorships, partnerships, and financial support.

The Vice President (External Affairs), together with the President and Advisors, is directly involved in Director and department head selections, ensuring that external-facing roles are filled with capable individuals.

4. General Secretary

The General Secretary functions as the administrative backbone of the organization. This role works across all departments to ensure record-keeping, documentation, and transparent internal communication. By maintaining institutional memory and facilitating coordination, the General Secretary guarantees the smooth operation of organizational processes and serves as a vital link among all leadership positions.

5. Executive Director

The Executive Director serves as a strategic coordinator and project overseer. This role ensures that departmental activities are aligned with organizational objectives and that initiatives are delivered on time and to standard. By supervising departmental heads and supporting project implementation, the Executive Director ensures accountability, consistency, and effective execution of organizational strategies.

6. Chief Operating Officer (COO)

The Chief Operating Officer (COO) is charged with ensuring operational excellence, technological advancement, and financial accountability. This role focuses on integrating resources, innovation, and management practices to maximize efficiency and sustainability.

Departments under the COO:

- Media & Content Department: Produces content, manages digital presence, and strengthens organizational identity.
- Technology & Innovation Department: Develops digital solutions, enhances IT infrastructure, and introduces innovative practices.
- Finance & Evaluation Department: Manages financial planning, budgeting, and performance evaluation to ensure accountability and sustainability.

7. Advisors

Advisors hold an essential place in the leadership framework. As experienced guides, they provide strategic insights, mentorship, and impartial judgment during the selection and decision-making processes.

- Advisors, together with the President and Vice Presidents, form the core interview panel.
- They evaluate candidates for leadership roles, ensuring that the most qualified individuals are selected as Directors and departmental heads.
- Their role strengthens accountability, transparency, and fairness in the organizational hierarchy.

Significance of the Hierarchy and Selection Process

This hierarchy is designed to:

- Establish a clear chain of command with the President as the central authority.
- Ensure fair and transparent selection through a panel consisting of the President, Vice Presidents, and Advisors.
- Separate Internal Affairs and External Affairs into distinct divisions for balanced growth.
- Assign Advisors, President, and Vice Presidents the responsibility of selecting Directors, who in turn manage departments.
- Promote administrative efficiency, operational excellence, and external influence through a well-distributed leadership structure.

Detailed Departmental Hierarchy and Role Distribution

President

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| — Vice President (Internal Affairs)

| | — Training & Development Department

| | | — Head of Trainings

| | | — Deputy Head of Trainings

| | | — Skill Program Manager

| | | — Internship Coordinator

| | | — Freelance & Job Placement Coordinator

| | | — Bootcamp Coordinator

| | | — Certifications Manager

| |

| | — Events & Operations Department

| | | — Event Manager

| | | — Seminar / Workshop Coordinator

| | | — Logistics Manager

| | | — Volunteer Manager

| | | — Student Ambassador Lead

| | | — Registration & Attendance Incharge

| |

| | — Support & Inclusion Department

- | | └─ Student Help Desk Manager
- | | └─ Mental Wellness & Inclusion Coordinator
- | | └─ Girls Empowerment Coordinator
- | | └─ Alumni Coordinator
- | |
- | └─ Documentation Department
- | └─ Documentation & Minutes Officer
- |
- └─ Vice President (External Affairs)
- | └─ Public Relations & Communication Department
- | | └─ PR Head
- | | └─ Communication Manager
- | | └─ Outreach Coordinator
- | | └─ Community Engagement Lead
- | | └─ Press & Media Coordinator
- | |
- | └─ Outreach & Inspiration Department
- | | └─ Podcast Host
- | | └─ Newsletter Editor
- | | └─ Community Story Collector
- | | └─ Motivational Speaker Liaison
- | | └─ Awards & Recognition Coordinator

| |

| └ Sponsorship Roles (Finance Department)

| └ Sponsorship Lead

|

└ General Secretary

| └ Works across all departments for records, minutes & official communication

|

└ Executive Director

| └ Oversees all department heads for project delivery & performance

|

└ Chief Operating Officer (COO)

└ Media & Content Department

| └ Head of Digital Media

| └ Graphic Design Lead

| └ Poster & Visual Identity Designer

| └ Video Production & Editing Lead

| └ Social Media Manager

| └ Content Writer / Copywriter

| └ Urdu Content Developer

| └ AI Tools Content Curator

|

└ Technology & Innovation Department

- | └─ Head of Tech Innovation
- | └─ Website Manager
- | └─ LMS / Portal Manager
- | └─ Chatbot / AI Assistant Manager
- | └─ Data Analysis & Reports Lead
- | └─ Cybersecurity Awareness Lead
- |
- └─ Finance & Evaluation Department
 - └─ Finance Manager
 - └─ Budget & Resource Planner
 - └─ Monitoring & Evaluation Officer
 - └─ Sponsorship Lead (reports to VP External too for partnerships)

6.1 Faculty Advisor. The Faculty Advisor is a full-time PAF-IAST faculty member appointed by the institute who provides mentorship, ensures institutional compliance and endorses major operational decisions. The Advisor will attend Cabinet meetings as an ex-officio member, approve large expenditures and validate external agreements (MoUs/LoCs) prior to submission to the Competent Authority.

6.2 Student Cabinet (Executive Body). The Cabinet is responsible for strategy, programme delivery and operational management. Standard offices include:

6.3 Term of Office and Eligibility. Cabinet officers shall serve for one academic year. Eligibility criteria include satisfactory academic standing, good conduct and demonstrated commitment. The Election & Selection Committee will publish precise eligibility conditions before each election cycle.

6.4 Election & Selection Process. Elections shall be conducted annually under transparent procedures supervised by an Election & Selection Committee comprising faculty representatives and non-partisan student overseers. The process includes:

- Publication of vacant offices and candidacy timeline.
- Submission of written applications and statements of intent.
- An interview stage or campaign period as applicable.
- Secret ballot voting by eligible Active Members; contested positions are decided by majority vote.
- Publication of results with summary counts to enhance transparency.

Interim vacancies will be filled by the Cabinet with Advisor approval until the next scheduled election.

6.5 Conflict of Interest & Ethics. All Cabinet members must declare any potential conflicts of interest (e.g., paid engagements with a sponsor). Decisions involving possible conflicts will require recusal by the affected member and documented resolution.

6.6 Succession & Handover. Outgoing officers must produce handover dossiers, including login credentials (secured per institute policy), contacts, templates and project records. A formal one-month handover period is recommended to maintain continuity.

ARTICLE VII — DUTIES & DETAILED ROLE DESCRIPTIONS

To promote accountability, each office has defined duties described below. These descriptions also explain the purpose and expected deliverables of each role.

7.1 President. The President is responsible for setting the strategic direction of YTL, coordinating with the Advisor and institute authorities, approving major initiatives and budgets (within approved limits), and representing the society at institutional forums and external engagements. The President ensures that YTL's activities are academically relevant, ethically sound, and aligned with PAF-IAST's mission.

7.2 General Secretary. The General Secretary handles the society's administrative operations including convening and recording Cabinet and general meetings, maintaining accurate membership registers, preparing annual reports, and ensuring compliance with reporting timelines to the Provost and Student Affairs Office.

7.3 Treasurer. The Treasurer maintains accurate and auditable financial records, prepares an annual budget proposal, monitors expenditures against approved budgets, ensures receipts and vouchers are filed, proposes internal controls, and prepares periodic financial statements for Cabinet review and submission to the Advisor and institute auditors as required.

7.4 Media & Communications Manager. This officer maintains YTL's brand identity, prepares publicity materials, manages official social media and web presence, ensures that content is accurate and authorised, coordinates post-event media assets and facilitates communication between the society and the student body.

7.5 Public Relations & Partnerships Secretary. Responsible for cultivating relationships with industry, alumni, professional societies and sponsors, negotiating MoUs and LoCs (subject to Advisor/institute approval), coordinating guest speakers, and exploring collaborative project opportunities that create internships or live project pipelines for students.

7.6 Program Coordinators & Executive Members. Program Coordinators design and deliver specific learning programmes, manage volunteers, recruit participants, prepare curriculum outlines, measure learning outcomes, and report back to the Cabinet with evaluation data. Executive Members serve as departmental liaisons to ensure broad student representation.

ARTICLE VIII — EVENTS, OPERATIONS & STANDARD OPERATING PROCEDURE (SOP)

Events are the primary mechanism through which YTL achieves its objectives. The SOP explains pre-event, event and post-event requirements to secure institutional approval, ensure safety and maximise learning impact.

8.1 Proposal & Approval Timeline. Events must be proposed using the Event Proposal Form (Annexure B) at least four weeks before the intended date for internal workshops, and at least eight weeks in advance for events involving external partners or financial commitments. The proposal must include objectives, expected outcomes, target audience, budget, resource needs, risk assessment and a dissemination plan.

8.2 Advisor Endorsement & Institute Approval. The Advisor conducts an initial review. Events that require procurement, external speakers, travel or sponsorship shall be forwarded to the Provost/Competent Authority with the Advisor's recommendation for final approval.

8.3 Logistics & Health & Safety. Event leads must arrange venue bookings through Student Affairs, secure equipment and provide a safety plan. For activities involving labs or electrical equipment, standard operating procedures must be observed. Off-campus activities require documented parental/guardian consent (for underage participants), travel approvals and emergency contact protocols.

8.4 Speaker & Sponsor Protocol. External speakers must be briefed on the event objectives and institute policies. Any sponsorship agreements must be written, clearly stating financial terms, deliverables and branding rights; such agreements will be signed only after Advisor and Competent Authority approval.

8.5 Execution & Quality Assurance. On the day of the event, attendance must be recorded, and learning objectives tracked. Events should include interactive components (hands-on labs, Q&A, feedback mechanisms) to ensure knowledge transfer.

8.6 Post-Event Reporting & Archival. A post-event report (submitted within seven days) must include attendance records, participant feedback, expense reconciliation with receipts, photographs and an impact summary. All documentation will be archived for future reference and handed over to Program Coordinators for knowledge transfer.

ARTICLE IX — FINANCE, FUNDING & ASSET MANAGEMENT

Financial integrity is essential for the society's credibility. This Article prescribes controls, accountabilities and reporting obligations.

9.1 Sources of Funding. YTL may receive funding through approved institutional allocations, sanctioned student activity fees, grants, sponsorships, donations (with institute approval), income from paid workshops, and other lawful sources consistent with PAF-IASST policy.

9.2 Bank Account & Signatories. If the institute authorises a separate bank account for YTL, the account shall carry at least two authorised signatories (e.g., Treasurer plus a faculty signatory or President). Institutional rules on account management must be strictly followed.

9.3 Budgeting & Approval Process. The Treasurer shall prepare an annual budget for Cabinet review. The final budget requires Advisor endorsement and, where necessary, Competent Authority ratification. Expenditures exceeding pre-approved thresholds require additional approvals as stipulated by institute policy.

9.4 Procurement & Reimbursement. Procurement must follow institute procurement guidelines. Event leads must submit purchase requests with cost estimates; post-purchase reimbursements require original receipts and the Treasurer's verification. Reimbursements shall be processed within a reasonable timeframe and recorded in the financial ledger.

9.5 Transparent Financial Records & Audits. Accurate ledgers, receipts and electronic records must be maintained. The Treasurer will produce quarterly financial statements for Cabinet and an audited annual financial statement for submission to the Provost/Competent Authority.

9.6 Sponsorship Management & Ethical Acceptance. YTL will accept sponsorships consistent with academic integrity. Sponsors shall not influence academic content. All sponsorship agreements must be documented, specifying deliverables and branding rules, and require Advisor approval.

9.7 Asset Register & Equipment Checkout. An asset register will record items owned or issued to YTL. Equipment loaned to members or teams must be checked out with a signed responsibility form and returned in the same condition; loss or damage may incur liability as per institute rules.

ARTICLE X — CODE OF CONDUCT, ETHICS, SAFETY & DATA PROTECTION

YTL expects members to maintain high standards of behaviour and to protect the rights and safety of all participants.

10.1 Professional Behaviour & Respect. Members shall act with integrity, respect diverse viewpoints, avoid harassment or discrimination and uphold the dignity of colleagues, guests and partners.

10.2 Non-Political & Non-Religious Stance. YTL shall not be used as a platform for political campaigning or religious proselytising. Educational discussions on civic issues are permitted where they are academic and non-partisan.

10.3 Intellectual Property & Attribution. Works created by students as part of YTL projects are the intellectual property of their creators unless otherwise agreed in writing. Sponsorship or collaboration agreements with IP implications must be formalised in writing and comply with PAF-IAST IP policies.

10.4 Data Protection & Privacy. Personal data collected for membership, placements or communications must be stored securely and used only for legitimate society purposes with consent. Member contact information must not be shared externally without explicit permission.

10.5 Safety & Risk Management. All events must include a risk assessment. For technical work involving hardware or hazardous materials, safety procedures and faculty supervision are mandatory. Off-campus trips require travel approvals and emergency contingency plans.

10.6 Disciplinary Measures. Breaches of the Code of Conduct will be addressed through the grievance and disciplinary procedures defined in Article XIV and may result in warnings, temporary suspension, removal from leadership, or termination of membership depending on severity.

ARTICLE XI — MONITORING, EVALUATION & KEY PERFORMANCE INDICATORS (KPIs)

To ensure continuous improvement and demonstrable impact, YTL will adopt a performance framework.

11.1 KPIs (Sample Metrics). The Cabinet will monitor metrics such as number of workshops delivered, participant counts, percentage of active members, internships secured, projects incubated, employer partnerships established, member satisfaction rates, and successful project outcomes (prototypes, publications, competitions).

11.2 Monitoring & Review Cadence. Quarterly reviews led by the Cabinet and Advisor will evaluate progress. Post-event retrospectives will capture lessons learned, participant feedback and areas for improvement. Annual evaluations will inform budget allocations and strategic priorities.

11.3 Reporting. The General Secretary will prepare quarterly and annual reports that summarise activities, finances, outcomes and recommendations. These reports are submitted to the Provost and circulated to members.

ARTICLE XII — GRIEVANCE, DISCIPLINE & APPEALS

YTL will operate a fair, transparent system to resolve conflicts and uphold standards.

12.1 Informal Resolution. Where appropriate, minor disputes should be resolved informally through mediation facilitated by a Cabinet member or the Advisor.

12.2 Formal Grievance Procedure. Complaints shall be submitted in writing to the General Secretary. The Grievance & Ethics Committee (comprising the Advisor, two senior faculty if available, and two senior non-partisan students) will conduct a preliminary review and, if warranted, convene a hearing.

12.3 Hearing & Decision. The Committee will conduct hearings in accordance with natural justice principles—notice of allegations, opportunity to respond, and impartial adjudication. Decisions and sanctions (if any) will be documented and communicated in writing.

12.4 Appeals. Parties may appeal a Committee decision to the Competent Authority (Provost) within a specified timeframe. Confidentiality will be maintained to the extent possible.

ARTICLE XIII — AMENDMENTS TO THE CONSTITUTION

Amendments may be proposed by the Cabinet or by a petition signed by a minimum percentage of Active Members (e.g., 10%). Proposed amendments must be circulated to the membership at least fourteen days prior to the meeting at which they will be considered. A two-thirds majority of voting members present at the ratifying meeting is required to adopt an amendment. Final institutional approval may be required for substantial changes.

ARTICLE XIV — DISSOLUTION & ASSET TRANSFER

If YTL ceases to operate, or if the Competent Authority determines that dissolution is required due to prolonged inactivity or rule breaches, the following procedure will be followed:

1. The Provost will notify the Cabinet and issue a corrective timeframe.
2. If remedial actions are not implemented, the Competent Authority may dissolve the society.
3. Upon dissolution, a final audit and inventory shall be prepared; remaining funds and assets will be transferred to the Student Affairs Office in accordance with institute policy. Records and archives will be retained per institutional retention schedules.

Dissolution does not remove individual liabilities for misconduct; if warranted, disciplinary referrals may proceed.

ARTICLE XV — SUSTAINABILITY, DIVERSITY & STRATEGIC PARTNERSHIPS (VISIONARY ELEMENTS)

YTL aspires to be a model society with sustainable practices, inclusive culture and robust external partnerships.

15.1 Sustainability Practices. Event planning should minimise waste and encourage digital collateral, recycling and energy-efficient venue use. Procurement preferences should consider sustainable and locally sourced options where feasible.

15.2 Diversity & Inclusion. YTL will proactively ensure gender balance, accessibility and representation from underrepresented groups. Activities will include awareness and training on inclusive practices.

15.3 International & Alumni Collaboration. The Cabinet will pursue international collaborations (student exchanges, joint events) and develop an alumni engagement programme to tap into mentorship, sponsorship and knowledge transfer.

15.4 Incubation & External Funding. YTL will support promising projects to access incubation facilities, competitions and grant opportunities. Any external funding

arrangements must be contractually documented and approved by the Advisor and Competent Authority.

ANNEXURES (TEMPLATES & FORMS)

The following templates shall be appended to this Constitution and used as standard documents:

- **Annexure A — Membership Form:** Standard registration form including contact details, areas of interest, consent to Code of Conduct, and declaration regarding academic standing.
- **Annexure B — Event Proposal Form:** Structured form capturing objectives, curriculum/agenda, target audience, budget breakdown, speaker bios, risk assessment and advisor sign-off.
- **Annexure C — MoU / Sponsorship Template:** Standard agreement template for partnerships including deliverables, financial terms, branding and IP clauses.
- **Annexure D — Financial Voucher & Reimbursement Template:** Forms for expense submission, receipt checklist and authorising signatures.
- **Annexure E — Sample Minutes & Annual Report Template:** Formats to standardise record-keeping and reporting.

These annexures will be maintained electronically by the General Secretary and updated as required.

RATIFICATION, EFFECTIVE DATE & SIGNATURES

This Constitution will take effect upon ratification by the Competent Authority of PAF-IAST. Upon ratification, the initial Cabinet and Advisor shall ensure dissemination of the Constitution to all members and the maintenance of an official, dated copy in the society archive.

Ratified on: _____

President (YTL): _____ **Date:** _____

Advisor (Faculty): _____ **Date:** _____

Provost / Competent Authority: _____ **Date:** _____