



CONSTITUTION

ADOPTED ON 26 APRIL 2019

PREAMBLE

Whereas the Lahore University of Management Sciences Students' Mathematics Society (hereafter "LSMS") shall serve as the sole mathematics society in the Lahore University of Management Sciences (hereafter "LUMS");

Whereas LSMS shall operate under the Office of Co-curricular Activities (hereafter "CCA") and the Office of Student Affairs (hereafter "OSA"), and be guided by the LUMS Student Handbook;

Whereas LSMS shall establish an order in accordance with the basic principles upon which the society was founded;

Wherein shall be recognized, as a societal responsibility, the need to proliferate mathematics and science;

Wherein a platform shall be provided to people, especially from LUMS, who love mathematics to come together and celebrate it, regardless of caste, colour, creed, race, ethnicity, sect, religion, gender, nationality, financial situation, disability, age, marital status or political affiliation;

Wherein shall be observed a zero-tolerance policy towards harassment and any behaviour that causes a member to feel discomfort;

Wherein support, information and advice shall be provided to members to navigate university life;

Wherein creative freedom shall be given to members to formulate and implement ideas, events and activities that celebrate, promote and highlight mathematics in any and every facet of life;

We, the members of LSMS;

Conscious of our duties towards the society;

Cognizant of the mission statement, code of conduct and rules and regulations of LUMS and LSMS;

Faithful to the five core values of the society – curiosity, integrity, rigour, imagination and humility;

Dedicated to the vision and purpose of the society;

Do hereby agree to be governed by the letter and spirit of this Constitution.

CONTENTS

1	NAME AND LOGO	1
1.1	NAME OF THE SOCIETY	1
1.2	LOGO OF THE SOCIETY	1
1.3	PROCESS FOR CHANGING THE LOGO	1
2	PURPOSE AND STRUCTURE	1
2.1	PURPOSE OF THE SOCIETY	1
2.2	STRUCTURE OF THE SOCIETY	1
3	PATRON	1
3.1	ROLE OF THE PATRON	1
3.2	PROCESS FOR CHANGING THE PATRON	2
4	ADVISORY COUNCIL	2
4.1	COMPOSITION OF THE ADVISORY COUNCIL	2
4.2	TENURE AND SELECTION OF THE ADVISORY COUNCIL	2
4.3	ROLE OF THE ADVISORY COUNCIL	2
5	EXECUTIVE COUNCIL	3
5.1	COMPOSITION OF THE EXECUTIVE COUNCIL	3
5.2	TENURE AND SELECTION OF THE EXECUTIVE COUNCIL	3
5.3	GENERAL POWERS OF THE EXECUTIVE COUNCIL	4
5.4	DIVISION OF POWERS AND DUTIES WITHIN THE EXECUTIVE COUNCIL	4
6	DIRECTORATE	6
6.1	COMPOSITION OF THE DIRECTORATE	6
6.2	TENURE AND SELECTION OF THE DIRECTORATE	6
6.3	DEPARTMENT-WISE DUTIES AND RESPONSIBILITIES	7
7	GENERAL BODY	10
7.1	COMPOSITION OF THE GENERAL BODY	10
7.2	TENURE AND SELECTION OF THE GENERAL BODY	10
8	NATIONAL AND INTERNATIONAL PARTICIPATION	10
8.1	GENERAL REGULATIONS	10
8.2	SELECTION OF THE TEAM	10
9	ADMINISTRATIVE POLICIES	11
9.1	ABSENCE POLICY	11
9.2	HARASSMENT POLICY	11
9.3	COMPLAINT MECHANISM	11
10	IMPEACHMENT AND RESIGNATION	12
10.1	IMPEACHMENT	12
10.2	RESIGNATION	12

10.3	APPOINTMENT TO THE VACANT POST	12
11	AMENDMENTS TO THE CONSTITUTION	12
11.1	GENERAL GUIDELINES	12
11.2	COMPOSITION OF THE CONSTITUTION REVIEW COMMITTEE	13

1 NAME AND LOGO

1.1 NAME OF THE SOCIETY

1.1.1 The name of the society shall be LUMS Students' Mathematics Society.

1.2 LOGO OF THE SOCIETY

1.2.1 The logo of the society shall be the tetrahedron 5-compound, composed of five tetrahedrons, which is one of the five platonic solids. The tetrahedrons symbolize the five core values which make up the foundation on which the society is built.

1.2.2 The logo shall be displayed, in its condensed or complete form, on all promotional material designed by and/or for the society.

1.3 PROCESS FOR CHANGING THE LOGO

1.3.1 The logo shall only be changed with the written consent of the following:

- a) The Patron
- b) The Executive Council
- c) The Advisory Council
- d) At least two former Presidents

1.3.2 After a change in the logo, Article 1.2.1 shall stand amended to incorporate details of the new logo.

2 PURPOSE AND STRUCTURE

2.1 PURPOSE OF THE SOCIETY

2.1.1 LSMS shall work to bring science and mathematics to the everyday coffee table. Mathematics has, quite unfortunately, been a subdued affair in our higher secondary education system and that has led to a decreased interest in mathematics in university. LSMS shall attempt to foster an interest in mathematics by having events that bring out the fun side of the subject. For people already well-acquainted with the love for mathematics, LSMS shall provide ample exposure and aid in participation in conferences both on a national and an international level.

2.2 STRUCTURE OF THE SOCIETY

2.2.1 LSMS shall operate under the following structure:

- a) The Patron
- b) The Advisory Council
- c) The Executive Council
- d) The Directorate
- e) The General Body

3 PATRON

3.1 ROLE OF THE PATRON

3.1.1 The society shall operate under the guidance of the Patron.

3.1.2 The Patron

- a) Shall be a member of LUMS faculty, specifically the LUMS Mathematics Department.
- b) Shall solely be the Patron of LSMS and no other society.
- c) May direct the activities of the society as he/she deems fit and necessary.
- d) Shall reserve final say on all matters, including arbitrating on any matter of conflict that may arise within the Executive Council.
- e) May remove any member from any position as he/she deems if necessary.

3.2 PROCESS FOR CHANGING THE PATRON

3.2.1 The Patron may appoint any member of the mathematics faculty to serve as Acting Patron for any duration of time that the Patron may not be present to perform their duties.

3.2.2 If the Patron wishes to resign from his/her position, he/she shall nominate, in consultation with the Executive Council, a member of the mathematics faculty who agrees to become the new Patron.

4 ADVISORY COUNCIL

4.1 COMPOSITION OF THE ADVISORY COUNCIL

4.1.1 The society shall be able to call upon guidance from the Advisory Council (hereafter "AC").

4.1.2 The AC shall consist of no less than two and no more than five members who:

- a) Must have served in LSMS for three or more years.
- b) May or may not have served in the previous year's Executive Council.
- c) Must not be a part of another society's Executive Council.

4.2 TENURE AND SELECTION OF THE ADVISORY COUNCIL

4.2.1 The tenure of the AC shall begin from the day of its appointment and shall end on the day of the appointment of the new AC.

4.2.2 Each member of the previous Executive Council shall automatically be appointed to the AC, unless he/she explicitly asks to not be considered.

4.2.3 If less than two AC members are appointed according to the procedure outlined in Article 4.3.2, the new Executive Council shall request former member(s) of the LSMS Executive Council to join the AC. These member(s) must have served in the Executive Council at most two years before their appointment to the AC.

4.3 ROLE OF THE ADVISORY COUNCIL

4.3.1 The AC members:

- a) Are responsible for taking quarterly updates from the current Executive Council.
- b) Do not have voting rights.
- c) Can be sought at times of guidance and crisis.

5 EXECUTIVE COUNCIL

5.1 COMPOSITION OF THE EXECUTIVE COUNCIL

5.1.1 The Executive Council (hereafter "EC") shall consist of the following five posts:

- a) The President
- b) The Vice President Events
- c) The Vice President Administration
- d) The General Secretary
- e) The Academic Head

5.1.2 There must be at least one male and at least one female member in the EC.

5.2 TENURE AND SELECTION OF THE EXECUTIVE COUNCIL

5.2.1 The tenure of the EC shall begin from the day of its appointment and shall end on the day of the appointment of the new EC.

5.2.2 Applicants to any post in the EC:

- a) Must be active, serving members of LSMS.
- b) Must have spent at least two years in the society, at least one of which must be as a member of the Directorate.
- c) Cannot hold Executive Council (or equivalent) positions in any society other than LSMS in the following academic year. Candidates for the post of President cannot be a member of any society other than LSMS in the following year. Candidates for posts other than the President may be a member and/or hold a Directorate (or equivalent) position in at most one society other than LSMS in the following year.
- d) Must not have applied for an exchange program or a semester abroad in the following academic year.
- e) Must have a CGPA above 2.5.
- f) Must not have been reported to the Disciplinary Committee.
- g) Must be either second year or third year students who will achieve the status of third year or fourth year students respectively in the following academic year.

5.2.3 Notwithstanding anything mentioned in Article 5.2.2 (b), the EC selection panel may, upon their prerogative, choose to allow a person to apply to the post of General Secretary if he/she has served only one year in the society, provided that this was in the position of Director.

5.2.4 In addition to the criteria listed in Article 5.2.2, applicants to EC posts must also fulfil any additional criteria intimated by the CCA and/or the OSA.

5.2.5 No EC member may hold the same office for more than one year and the President may not re-apply for the EC for the following academic year.

5.2.6 The new EC shall be appointed by a panel comprising at least four and at most six individuals including the outgoing President and at least two other members of the outgoing EC. In addition, the outgoing EC may add any of the following to the panel:

- a) At most two ex-Presidents.
- b) The Patron.
- c) The designated CCA official.

5.2.7 Applications for the EC shall be designed by the selection panel and opened in March every year.

5.2.8 Eligible applicants shall be called for interviews no sooner than one week and no later than three weeks after applications are opened.

5.2.9 The selection panel shall unanimously decide the criteria for selection of the EC based on applications, interviews and contributions to the society. This criteria shall be made known to the General Body before applications are opened.

5.2.10 The new EC shall be selected before the deadline intimated by the CCA and shall be announced to the General Body within one week of the final day of examinations of the Spring Semester.

5.3 GENERAL POWERS OF THE EXECUTIVE COUNCIL

5.3.1 The EC holds sole authority when making decisions for or on behalf of the society.

5.3.2 Any decision taken collectively by the EC will require a simple majority among its members.

5.3.3 The EC shall ensure that this constitution is respected and upheld by all members of the society.

5.3.4 If the constitution is silent on a matter, the EC must respond to any given issue based on precedent.

5.3.5 All members of the EC 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.

5.4 DIVISION OF POWERS AND DUTIES WITHIN THE EXECUTIVE COUNCIL

5.4.1 The President, in addition to any other duties and powers mentioned in this constitution, shall:

- a) Provide a vision for the society for the upcoming academic year.
- b) Provide, in consultation with the EC, a plan to execute this vision.
- c) Communicate, on a regular basis, any society-related developments with the Patron.
- d) Supervise the overall functioning of the society.
- e) Preside over EC, Directorate and General Body meetings.
- f) Attend all relevant meetings and activities or send a member in his/her place.
- g) Review and understand the current constitution and manage the society accordingly.
- h) Ensure that the society adheres to all CCA, OSA and university policies.
- i) Take decisions, in consultation with the EC, when a particular issue is not discussed in the constitution.
- j) Reserve the final say in all decisions, notwithstanding anything mentioned in Article 5.3.2.

5.4.2 The Vice President Events, in addition to any other duties and powers mentioned in this constitution, shall:

- a) Focus specifically on events and work closely with the Events department to ensure that LSMS continues to come up with creative events.

- b) Supervise planning of all events according to the requirements, target audience and objectives.
- c) Ensure that all university policies regarding events are followed.
- d) Supervise the preparation of event reports for review within one week of the completion of the event.
- e) Work as a liaison between the society and university offices including, but not limited to, the CCA and the OSA.
- f) Preside over events-centred meetings in the absence of the President.
- g) Assist the President in all matters.

5.4.3 The Vice President Administration, in addition to any other duties and powers mentioned in this constitution, shall:

- a) Prepare the annual LSMS budget for review by the end of the Summer Semester.
- b) Take regular updates and ensure smooth running of all departments, especially Logistics, Marketing and External Promotions and Registrations.
- c) Supervise the creation and execution of sponsorship plans for all events.
- d) Maintain an accounting system to record all income and expenses and present financial reports for all events.
- e) Ensure that any funds for the society are deposited into the society account.
- f) Submit bills, receipts, invoices and other financial documents to CCA, Procurement and/or other relevant university offices.
- g) Work as a liaison between the society and university offices including, but not limited to, the CCA and the OSA.
- h) Preside over administration-centred meetings in the absence of the President.
- i) Assist the President in all matters.

5.4.4 The General Secretary, in addition to any other duties and powers mentioned in this constitution, shall:

- a) Make a note of all minutes of meetings throughout the year.
- b) Handle all administration duties of the society.
- c) Disseminate information and decisions made by the society to the General Body timely.
- d) Focus specifically on the smooth running of the departments of Human Resources, Promotions and Publications and Media and Information Technology (hereafter "IT").
- e) Ensure that all decisions are made in accordance with the constitution.
- f) Assist the President in the general management of the society.

5.4.5 The Academic Head, in addition to any other duties and powers mentioned in this constitution, shall:

- a) Ensure that the mathematical rigour of the society is not lost amidst all the fun.
- b) Work with the departments of Events and Salam Sessions, in particular, to ensure that all events and talks remain sufficiently mathematics-focused.
- c) Review competition material, especially problems, to ensure that it stands up to a certain high mathematical standard.
- d) Focus on designing new and enhancing current initiatives to develop a mathematical culture at LUMS.

- e) Head the panel for the selection of teams for potential participation in national and international mathematics competitions and conferences.
- f) Supervise the training of the selected team(s) for the competitions.

6 DIRECTORATE

6.1 COMPOSITION OF THE DIRECTORATE

- 6.1.1 The Directorate shall consist of the Conveners of SIGMA and a number of Director(s) and Assistant Director(s) (decided by the EC) for each of the following departments:
- a) Human Resources
 - b) Logistics
 - c) Marketing
 - d) External Promotions and Registrations
 - e) Promotions and Publications
 - f) Media and IT
 - g) Events
 - h) Salam Sessions
- 6.1.2 The EC shall reserve the right to change the Directorate composition, provided that this change is made prior to the opening of applications for the Directorate posts.
- 6.1.3 After a change in the composition of the Directorate, Article 6.1.1 shall stand amended to incorporate details of the new composition.
- 6.1.4 A Director shall report directly to the EC.
- 6.1.5 An Assistant Director shall report to the Director(s) of his/her department and to the EC.
- 6.1.6 A Director shall take on a greater leadership role in the department than an Assistant Director.
- 6.1.7 Notwithstanding anything mentioned in Article 6.1.6, every post in the Directorate shall be equivalent in terms of responsibilities towards the respective department and their team members.

6.2 TENURE AND SELECTION OF THE DIRECTORATE

- 6.2.1 The tenure of the Directorate shall begin from the day of its appointment and shall end on the day of the appointment of the new EC.
- 6.2.2 Applicants to any post in the Directorate:
- a) Must have spent at least one year in the society.
 - b) Must not have been reported to the Disciplinary Committee.
 - c) Must not be newly admitted first-year students.
- 6.2.3 Applications for the Directorate shall be opened within two weeks of the final day of examinations of the Spring Semester.
- 6.2.4 Eligible applicants shall be called for interviews no sooner than one week and no later than three weeks after applications are opened.

6.2.5 The Director(s) and Assistant Director(s) shall be appointed by the EC based on applications, interviews and contributions to the society.

6.2.6 Notwithstanding anything mentioned in Article 6.2.2 (a), in case not all Directorate posts are filled by current LSMS members, applications for the remaining posts shall be opened to the entire LUMS student body except newly admitted first-year students.

6.3 DEPARTMENT-WISE DUTIES AND RESPONSIBILITIES

6.3.1 The Human Resources department is responsible for effective communication and boosting society members' morale. In particular, the department's duties include:

- a) Arranging venues for General Body Meetings (hereafter "GBMs").
- b) Maintaining regular communication with the General Body via emails and text messages.
- c) Keeping track of contact details of the entire General Body and ensuring the presence of all society members at GBMs.
- d) Marking the attendance for, and maintaining the minutes of each meeting.
- e) Reaching out to new members through the O-Week Society Fair sign-up sheet and promoting LSMS events.
- f) Coordinating with the host team, volunteers and participants during events.
- g) Creating ways of inculcating motivation and the core values of the society among all members.
- h) Conducting innovative methods of ice-breaking within the society.
- i) Creating and implementing a comprehensive security plan for SIGMA.
- j) Arranging, budget and time permitting, a one- or two-day society trip by gathering information from travel companies, estimating the cost of feasible trips, and choosing the best one after consulting society members.
- k) Creating new ways to keep members of the society engaged and happy including, but not limited to, keeping a track of society members' birthdays to make them feel welcome.

6.3.2 The Logistics department is responsible for fulfilling the logistical requirements of all departments and events including the socials. In particular, the department's duties include:

- a) Discussing and approving logistical requirements of events.
- b) Raising timely PRs for all logistical requirements.
- c) Collecting logistical items from the store and properly distributing them for all events.
- d) Collecting the remaining logistical items after events and placing them in the LSMS locker.
- e) Booking venues for events and socials.
- f) Collecting money, placing orders and distributing shirts, hoodies and other merchandise for various events, given that they are provided by the society. (If sponsored, this falls under the domain of the Marketing department.)
- g) Keeping a record of the society account and reimbursements of student expenditure.

6.3.3 The Marketing department is responsible for negotiating deals with various organisations to act as sponsors for LSMS events. In particular, the department's duties include:

- a) Preparing a marketing proposal with details of the society's events and types of sponsorships.

- b) Preparing a database of potential sponsors with their contact details.
- c) Calling potential sponsors well in advance of events to discuss deals and holding meetings with marketing departments of target companies.
- d) Preparing a Memorandum of Understanding (MOU) for every sponsor and getting it approved by the CCA.
- e) Collection and distribution of free/discount/meal vouchers and hoodies, shirts and/or other sponsored merchandise for winners, participants and the General Body.

6.3.4 The External Promotions and Registrations (hereafter "EPR") department is responsible for facilitating the registrations process for both internal and external events and for attracting a maximum number of delegates for SIGMA. In particular, the department's duties include:

- a) Making sign-up sheets and attendance sheets for O-Week Society Fair, Orientation and GBMs.
- b) Setting up registration desks for all society events.
- c) Making registration forms for every event.
- d) Ensuring that all queries, questions and/or problems raised by potential delegates are dealt with effectively and efficiently.
- e) Promptly following up with all registered delegates and ensuring that they pay on time.
- f) Preparing and updating a comprehensive database of institutes to be approached by LSMS for participation in events and calling them for invitations.
- g) Ensuring that emails and packages are sent out to relevant institutions and are followed up with EPR visits.
- h) Developing a comprehensive plan to contact, invite and secure a wide range of diverse and important personalities as chief guests and special speakers for all events including, but not limited to, Orientation, Salam Sessions and the flagship event, SIGMA.

6.3.5 The Promotions and Publications department is responsible for taking care of all the print and digital publications by the society and managing all the tasks related to the promotional material sent out before an event. In particular, the department's duties include:

- a) Posting the posters and videos prepared by Media and IT on all the social media handles of LSMS.
- b) Distribution of pamphlets and brochures throughout the campus before an event.
- c) Publishing write-ups for events.
- d) Devising strategies to improve the social media audience numbers and engagement.
- e) Helping the members of the society with publications related to mathematics.
- f) Devising a comprehensive plan to increase the audience and recognition of the society within LUMS.
- g) Designing a semesterly or yearly publication with puzzles, mathematical trivia and academic insights suitable for all kinds of mathematics-loving people.

6.3.6 The Media and IT department is responsible for all the media, design and IT work of the society. It deals with designing and creating all sorts of visual concepts along with managing the official website. This department will be further divided into three main categories, the duties of each of which are mentioned below:

- a) Graphic Designing

- i) Creating graphics to inspire the target audience by adding an aesthetic feel.
 - ii) Creating appropriate content in the promotional designs including, but not limited to, posters, flyers, standees, certificates and pamphlets.
- b) Video and Animation
 - i) Creating video and animation content.
 - ii) Arranging photo shoots for society and providing media coverage of events.
- c) IT
 - i) Maintaining and improving the website in terms of visuals.
 - ii) Assisting in any IT related work that may come up during the year such as application designing.

6.3.7 The Events department will be responsible for designing and ensuring the smooth functioning of all events including, but not limited to, the LUMS Integration Bee, the International Day of Mathematics, Intra-LUMS and the society's flagship event, SIGMA. In particular, the department's duties include:

- a) Collaborating with the conveners and the Vice President Events to discuss the details of the events.
- b) Selecting Event Heads for SIGMA and Intra-LUMS.
- c) Discussing and approving logistical requirements of events.
- d) Making detailed event plans.
- e) Designing all events including their theme, format of rounds and questions.
- f) Designing and executing a Social Responsibility Program on SIGMA, which may involve bringing in students from disadvantaged schools and allowing them to learn and grow.

6.3.8 The Salam Sessions department is responsible for the organization of the Salam Sessions and sessions of Fermat's Enigma. In particular, the department's duties include:

- a) Hosting the Salam Sessions where a guest speaker leads interactive discussions on mathematics in physics and other fields.
- b) Holding Fermat's Enigma sessions where students gather together to solve mathematical problems of historical and/or general interest.
- c) Inviting guest speakers and communicating with them.
- d) Collaborating with other departments, especially Logistics and EPR, to ensure smooth flow of things.
- e) Communicating with CCA and OSA for approvals.

6.3.9 The Conveners will be responsible for the execution of the flagship event, SIGMA. In particular, their duties include:

- a) Preparing the event proposal including a comprehensive plan for the event as well as its finances.
- b) Working with the Marketing department to secure sponsorships.
- c) Working with the EPR department to invite several schools to register for the event as well as identify potential guest speakers.
- d) Working with the Promotions and Publications and Media and IT departments to develop an effective strategy to promote SIGMA on social media in addition to ensuring adequate coverage of the event.

- e) Working with the Logistics department to identify all logistics that may be required during the event and securing them.
- f) Working with the Events department to select Event Heads and helping them design and execute their events.
- g) Working with the CCA to secure event approval and venue allocation well in advance of the event dates.

7 GENERAL BODY

7.1 COMPOSITION OF THE GENERAL BODY

- 7.1.1 The General Body shall consist of the Team Members associated with each department.
- 7.1.2 Every Team Member shall be a member of exactly one department and shall report to the Director(s) and Assistant Director(s) of that department.

7.2 TENURE AND SELECTION OF THE GENERAL BODY

- 7.2.1 The tenure of Team Members shall begin from the day of their induction into the society and shall end on the day of the appointment of the new EC.
- 7.2.2 Applications for Team Members in each department shall be opened to the entire LUMS student body within one week of the Orientation.
- 7.2.3 Eligible applicants shall be called for interviews no sooner than one week and no later than three weeks after applications are opened.
- 7.2.4 Team Members shall be appointed by the Director(s) and Assistant Director(s) of the department that they have applied for, based on applications and interviews.
- 7.2.5 The EC may choose to be present during the interviews upon their prerogative.

8 NATIONAL AND INTERNATIONAL PARTICIPATION

8.1 GENERAL REGULATIONS

- 8.1.1 LSMS shall send team(s) and/or individual(s) to participate in national and international mathematics competitions and conferences as decided by the EC and approved by the CCA and OSA.
- 8.1.2 Any LUMS student, irrespective of whether they are a member of the society, may propose participation in any national or international mathematics competition or conference, the feasibility of which shall be assessed by the EC.

8.2 SELECTION OF THE TEAM

- 8.2.1 The selection panel shall be chaired by the Academic Head and shall consist of:
 - a) The rest of the EC
 - b) At least one and at most two Directors and/or Assistant Directors chosen by the Academic Head
- 8.2.2 Applications for the team(s) shall be opened to the entire LUMS student body at least two weeks before the registration deadline.

8.2.3 The selection panel shall design a test to be administered at least one week before the registration deadline.

8.2.4 The selection panel shall base their decisions on the results of the test and any pre-decided associated criteria.

8.2.5 The selected team(s) shall be trained for the competition under the supervision of the Academic Head.

9 ADMINISTRATIVE POLICIES

9.1 ABSENCE POLICY

9.1.1 It shall be mandatory for all members to attend all meetings.

9.1.2 All members must provide prior notice and legitimate excuse of absence in the event of absence in a GBM.

9.1.3 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.

9.1.4 Where a member of the EC is the one giving the notification of absence, legitimacy is accorded by unanimous agreement amongst the remainder of the EC.

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

9.2 HARASSMENT POLICY

9.2.1 If any member of the society has a harassment case filed against them during their tenure, they shall be suspended from their position until a decision has been made by the Office of Accessibility and Inclusion (OIA).

9.2.2 If any member of the society feels that they have suffered harassment (as defined in the "LUMS Sexual Harassment Policy" by the OIA) at the hands of another member, the EC shall provide them adequate support if they wish to file a complaint with the OIA.

9.2.3 The EC reserves the right to remove a member of the society if they are found guilty of harassment, either by the OIA or in an honest and fair investigation conducted by the EC if the complainant so wishes. The results of the investigation shall be shared with the Patron, and any other related university office, before taking a final decision.

9.2.4 LSMS shall follow any guidelines and instructions intimated by the OIA regarding any harassment case that involves and/or affects any of the members of the society.

9.3 COMPLAINT MECHANISM

9.3.1 The society will have a formal mechanism for the filing of complaints against any office bearer.

9.3.2 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 values of honesty, integrity, discipline or professionalism, misrepresentation of the member's post in the society, or any other such offence.

9.3.3 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. The results of the investigation shall be shared with the Patron, and any other related university office, before taking a final decision.

9.3.4 Any grievance against any member in the society, provided that this member is not a member of the EC, may be filed, via e-mail, with the EC.

9.3.5 Any grievance against a member of the EC, such that this member is not the President, may be filed, via e-mail, with the President.

9.3.6 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.

10 IMPEACHMENT AND RESIGNATION

10.1 IMPEACHMENT

10.1.1 Any member of the Directorate may be fired by the EC with simple majority approval of the EC, after written or verbal warning, and a probationary period.

10.1.2 The process of removal of a member of the EC may only be invoked by a member of the EC, who should have the unanimous agreement of the rest of the EC for impeachment.

10.1.3 The reasons for the dismissal shall be shared with the Patron and the CCA if the dismissed person wishes to file an appeal.

10.2 RESIGNATION

10.2.1 Any member of the society, not part of the EC, may tender their resignation, in writing or via email, to the EC with a minimum of two weeks' notice.

10.2.2 If an EC member wishes to resign, they may tender their resignation, in writing or via email, to the rest of the EC, the AC and the Patron with a minimum of two weeks' notice.

10.2.3 During the two weeks' notice, the council member resigning will have to ensure that tasks under their jurisdiction are not left incomplete.

10.3 APPOINTMENT TO THE VACANT POST

10.3.1 If a Director or Assistant Director resigns or is removed from his/her post, the EC may choose any of the following courses of action:

- a) Promote the Assistant Director to the position of Director and a Team Member to the position of Assistant Director.
- b) Open applications for the post of Director or Assistant Director to either the members of the society or to the entire LUMS student body.
- c) Leave the post vacant after consultation with the AC.

10.3.2 If a member of the EC resigns or is removed from his/her post, the EC selection panel and the Patron may decide any course of action they believe to be suitable.

11 AMENDMENTS TO THE CONSTITUTION

11.1 GENERAL GUIDELINES

11.1.1 The constitution shall be the primary document to be consulted for any administrative matter that may arise in the working of LSMS.

11.1.2 Where the constitution is silent on a matter, a member, regardless of position, shall be expected to follow established precedent.

11.1.3 No amendment shall be passed to this constitution unless the passing of such amendment shall improve the relevance and scope of this constitution.

11.1.4 The power to amend the constitution shall lie with the Constitution Review Committee.

11.2 COMPOSITION OF THE CONSTITUTION REVIEW COMMITTEE

11.2.1 The Constitution Review Committee shall consist of the following:

- a) The EC
- b) The AC
- c) One former President nominated by the EC

11.2.2 A proposed amendment shall be passed only if it is supported by a two-thirds majority vote from the Constitution Review Committee and approved by the Patron.