

# **The Constitution of the LUMS Student Council**

*United Today for A Better Tomorrow*

Lahore University of Management Sciences (LUMS)

## **Preamble**

*We, the students of Lahore University of Management Sciences, are an important part of the LUMS Community, and therefore seek to promote the causes and concerns of the student community during the formulation of academic and social policies, priorities, and direction by the University. To this end, we hereby constitute a Student Council structure to represent the student body;*

- i. To uphold the liberties, values, freedoms, and beliefs of the students and their way of life;*
- ii. To assure the most fulfilling university experience for students by promoting the academic and social aims of the students;*
- iii. To affirm the students' dignity and well-being;*
- iv. To facilitate constructive and meaningful interaction between students, faculty, and the Administration of the University;*
- v. to serve as a campus-wide forum for the expression and exchange of student ideas and opinions;*
- vi. To uphold a harassment-free and inclusive community.*

## Article I - Definitions

- i. The **name** of this student representative organization shall be “**The LUMS Student Council**”
- ii. The **purpose** of The LUMS Student Council includes, but is not limited to the following:
  - i. To represent student interests;
  - ii. To protect the liberties, values, beliefs, and way of life of students on campus;
  - iii. To promote inclusivity, regardless of gender, religion, ability, or sexual orientation;
  - iv. Initiate and foster a spirit of cooperation among students, faculty, and administration;
  - v. To promote and encourage activities in the best interests of the university;
  - vi. To develop good citizens and leaders through experience in governance;
  - vii. To provide a means for student expression;
  - viii. To establish and facilitate effective communication among undergraduate and graduate students;
  - ix. To encourage student involvement in matters pertaining to the university, both educational and extra-curricular.
  - x. To actively contribute to setting the strategic direction of the university
- iii. The **jurisdiction** of the Student Council includes areas mentioned in the Preamble and sub-clause b of Article I. The responsibilities of the LUMS Student Council are primarily to promote the causes and concerns of the student body and to serve as the representative body and student voice at LUMS. The council may raise any matter that directly affects the quality of student education or life. The Council shall be responsible for the selection of student delegates for the University Council, School Councils, and other University/Department-wide bodies with student representation with the exception of student teams and societies.
- iv. The **authority** of this constitution is the basis for the conduct of all business in the Council. The Council may, by a two-thirds vote, adopt or amend the Constitution. The Executive Officers may establish temporary standing rules. Such rulings are subject to a Council veto by a simple majority after a quorum is established. The Student Council is a permanently and continuously organized body with authority vested in its elected representatives, officers, and officials.
- v. Any amendment of the Student Council shall be enacted by a two-thirds majority of the voting members participating on the day of voting after a quorum is established. Any regulation passed by the Council concerning the University is subject to approval by the University administration.

## **Article II - Elections**

### **a) Electoral process**

- i. The **tenure** of the Student Council shall last for one year, effective from the day of Oath Taking of the new Student Council.
- ii. The new timeline for the electoral process will be announced by the current council after consultation with the Office of Student Affairs (OSA).
- iii. All candidates shall only be allowed to initiate their public campaigns after a formal announcement by the current Student Council.
- iv. All candidates must fill out the nomination form by the stipulated deadline. Failure to do so will result in their application not being considered.
- v. All candidates shall be given the opportunity to address their respective batches in Electoral speeches.
- vi. All candidates shall be given the opportunity to respond to key issues addressed by the current Student Council in Electoral Debates.
- vii. Voting shall open on election day at 10:00 AM and close at 08:00 PM.
- viii. Only the Office of Student Affairs (OSA) will have access to live voting statistics.
- ix. All individual voters will remain anonymous and only the vote count will be made public.
- x. Batch Representatives would be elected through the vote of their respective batches and constituencies only.
- xi. The President, General Secretary, and Vice President of the Student Council would be elected through a direct vote across all the batches, except for the graduating batch.
- xii. An official oath-taking ceremony will be conducted after which there will be a formal transfer of power to the newly elected Council.

### **b) Eligibility Criteria**

- i. Any student of the university is eligible to contest the general elections in order to become a part of the Council except the following:
  - i. The President of the outgoing Student Council.
  - ii. Any student who has been served punishment by the Disciplinary Committee of the University.
  - iii. Any student who has been dismissed from the LUMS Student Council.
  - iv. Any student with an expected date of graduation arriving before the end of the ongoing academic year.
  - v. Any student who has been formerly part of the LUMS Student Council.
  - vi. Any student who has applied for an exchange semester. Any elected member that goes on an exchange semester during the tenure will first have to resign from the Student Council.
  - vii. Any student that holds an executive position in any student society cannot be part of the council. All newly elected voting members who hold an executive position

- in any student society are obligated to resign prior to the internal voting where new Executive Officers are elected.
- viii. The minimum academic performance criteria for eligibility are Undergraduate Students:
- Minimum CGPA of 2.70 for all students contesting for seats allocated to the undergraduate program.
  - Graduate Students: Minimum CGPA of 3.00 for all students contesting for seats in the graduate program.

Any student unable to meet this criterion will not be eligible to contest for the Student Council elections.

- ii. The General Council nominations will be open to all graduate students irrespective of the year of study.
- iii. The General Council nominations will be open to only those undergraduate students who are in their first, second, third, and fourth (only for Law students) year of study.

**c) Election Campaign**

- i. All candidates shall be allowed to run both ‘private campaigns’ and ‘public campaigns’.
- ii. A private campaign includes but is not restricted to campaigns based on oral communication and personal written communication. Students may undertake this campaign without restriction.
- iii. A public campaign includes but is not restricted to campaigns based on posters, social media campaigns, and printed material. Students may not start these campaigns until the current council has put forward the list of final candidates to the student body.
- iv. The Ethics Committee of the current Student Council shall be responsible for ensuring a smooth election without the prospect of anti-campaigning.
- v. Candidates may only place their posters on flyer boards and standees in designated areas.
- vi. Candidates are strictly prohibited from damaging or tampering with the campaign materials of other candidates.
- vii. Candidates found harassing, threatening, or coercing others to vote or not may be temporarily barred from campaigning publicly or under aggravating circumstances may be removed from the electoral process for an indefinite period.
- viii. The Ethics Committee may disqualify a candidate from contesting the elections if it attains explicit proof of unethical means used during elections and solicits arguments from both the accuser and the accused.

## **Article III - Council Structure**

### **a) Elected Members**

The elected members shall include both general members and the Executive Officers of the Student Council. The composition of voting members is given as under:

- i. 1<sup>st</sup> Year Undergraduate: 2 Male Seats, 2 Female Seats, 1 Male SSE seat, and 1 Female SSE seat.
- ii. Sophomore Undergraduate: 2 Male Seats, 2 Female Seats, 1 Male SSE seat, and 1 Female SSE seat.
- iii. Juniors Undergraduate: 2 Male Seats, 2 Female Seats, 1 Male SSE seat, and 1 Female SSE seat.
- iv. Law Super Senior: 1 Male Seat and 1 Female Seat.
- v. SOE MPhil: 1 General Seat
- vi. HSS Masters: 1 General Seat
- vii. SSE Masters: 1 General Seat
- viii. SDSB Masters: 1 General Seat
- ix. MBA: 1 General Seat
- x. Ph.D.: 1 General Seat
- xi. Executive: 1 Reserved Seat for all Executive Programs.
- xii. In case no female representative is elected in the Graduate Council, an election on a Reserved Graduate seat would be held to increase female representation.

### **b) Executive Officers**

The Executive Officers of the Student Council, namely the President, General Secretary, and the Vice President, would be elected directly by the entire student body.

Eligibility:

- i. President: All Council members from the third year (Junior) batch of the Undergraduate program.
- ii. Vice President: All Council members from the Graduate program with expected date of graduation arriving not before the end of the ongoing academic year.
- iii. General Secretary: All Council members from second year (Sophomore) batches of the Undergraduate Program.

The Student Council shall be consulted with regards to any significant plan that concern Students directly before they are implemented so that the Council may facilitate improvement in the plan through student feedback and raise any necessary concerns proactively with regards to the plans.

### **c) Standing Committees**

Council committees are created to cater to different council projects and activities. The Committees are as follows;

- i. Disciplinary Committee
- ii. Human Resources Committee

- iii. Health and Wellness Committee
- iv. Welfare Committee
- v. Campus Development Committee
- vi. Career Services Office Committee
- vii. Graduate Affairs & Alumni Relations Committee
- viii. Diversity and Inclusion Committee
- ix. Food & Pricing Committee
- x. Academic Committee
- xi. Harassment Committee
- xii. Student Action Committee

## **Article IV - Duties of Executive Members**

**Duties of the President.** The President shall serve the following duties:

- i. The President shall serve as the primary liaison to the Office of Student Affairs and administration regarding the Student Council.
- ii. The President shall administer and set the direction and overarching year-long agenda for the council's tenure while considering the input of other members of the Student Council.
- iii. The President shall work with the Committee Chairs to establish Committee direction.
- iv. The President shall advocate, implement, and enforce resolutions passed by the Student Council.
- v. The President shall meet with the Vice Chancellor, Provost, and Dean of Student Affairs to establish the strategic vision of the council at the start of their tenure.
- vi. The President shall coordinate the annual budget allocation process along with the General Secretary.
- vii. The President shall call and supervise meetings to order.
- viii. The President shall ensure strict adherence to the policies of the LUMS Student Council and enforce the Constitution.
- ix. The President shall organize interviews of Committee allocation and have voting rights in them.
- x. The President shall act as a visionary for the Student Council and implement its strategic direction.
- xi. The President shall supervise any decision in which a conflict of interest arises for the Vice President.
- xii. The President shall be responsible and answerable for the functioning of the Student Council during its tenure.
- xiii. The President shall serve as an advocate for the student body.
- xiv. The President shall be impartial in all dealings and not display a bias towards or against any member of the Student Council.
- xv. The President shall conduct monthly meetings with every Committee Chair to evaluate committee progress.
- xvi. The President shall moderate decision-making and vote for motions only during a tie

- xvii. The President shall, along with the remaining Executive officers, have the right to appoint new committee chairs as well as remove existing chairs based on performance.
- xviii. The President shall, along with the remaining Executive officers, announce dates for the next Student Council elections.
- xix. The President shall conduct mandatory meetings with the Dean of Student Affairs at least twice a month to convey student sentiment and discuss the future direction of the Student Council.
- xx. The President shall be eligible to request the Vice Chancellor and/or the Head of the Office of Student Affairs, to call in any member of the University community for a joint meeting with the voting members of the Student Council.
- xxi. The President shall ensure accountability for each member of the Council for both their work and their actions inside and outside the Student Council.

**Duties of the Vice President.** The Vice President shall serve the following duties:

- i. The Vice President shall fulfill roles assigned to them by the President.
- ii. The Vice president shall assume the role of Acting President Interim in the case of the unavailability of the President. In such a case, the Acting President will temporarily assume all duties and powers of the President.
- iii. The Vice President shall ensure the efficiency, transparency, and productivity of the Council. The Vice President shall manage the list of projects the Student Council pursues and assign representatives to overlook projects.
- iv. The Vice president, along with the Committee Chairs, shall set timelines and suggest deadlines to ensure the timely completion of projects proposed by the Student Council.
- v. The Vice President shall supervise the orientation program for incoming freshman students.
- vi. The Vice President shall supervise all elections carried out under the auspices of the Student Council except when such supervision entails a conflict of interest.
- vii. The Vice President shall carry out such other duties as may be required by the Student Council or by right of office as generally understood.

**Duties of the General Secretary.** The General Secretary shall serve the following duties:

- i. The General Secretary shall handle permissions required for events.
- ii. The General Secretary shall be responsible for maintaining an exact record of all financial accounts and dispersing funds obtained by the Student Council.
- iii. The General Secretary shall ensure transparency in all financial matters and present reports of financial expenditures once at the end of each semester.
- iv. The General Secretary shall assist the Human Resource Committee to produce semester progress reports for the Student Council.
- v. The General Secretary shall conduct monthly meetings with every Committee Chair to evaluate committee progress.

- vi. The General Secretary shall be responsible to organize and clear logistical requirements for council-related events, i.e. booking of auditoriums, procurement of facilities, etc.
- vii. The General Secretary shall oversee and manage all society affiliations of the Student Council for events.
- viii. The General Secretary shall present a forecasted budget allocation document to the Dean of Student Affairs during the first half of the tenure.
- ix. The General Secretary shall ensure that the President's strategic vision is implemented throughout the Student Council.
- x. The General Secretary shall ensure that members of the council are being respected and given a say in the decisions of the Student Council.
- xi. The General Secretary shall be responsible for arranging and procuring any Student Council souvenirs or merchandise.
- xii. The General Secretary shall carry out any other duties required by the Student Council or by right of office as generally understood.

## **Article V - Committee Descriptions**

### **Disciplinary Committee**

#### ***Statement of Purpose***

*'The fundamental role of the Student Council Disciplinary Committee of the Student Council is to ensure student representation in all spheres of disciplinary matters pertaining to students. Student Council representatives must take part in hearings and observe 'impartiality', 'unbiasedness', and 'rationality' while expressing their verdict. Voting members should consider the student perspectives but also be cognizant of adherence to core LUMS values of integrity, academic honesty, and effective implementation of rules and regulations while expressing their verdicts'*

#### ***Structure***

The Committee shall comprise of the following positions;

3 Committee Chairs.

- i. 2 Chairs for Non-Academic DC
- ii. 1 Chair for Academic DC

The Academic DC will comprise 8 voting members based on the following structure

- i. Suleiman Dawood School of Business – 2 voting members
- ii. Mushtaq Gurmani School of Humanities and Social Sciences – 2 voting members
- iii. Syed Babar Ali School of Science & Engineering – 2 voting members
- iv. Sheikh Ahmad Hassan School of Law – 1 voting member
- v. Graduate School – 1 voting member

## **Academic Disciplinary Committee**

### ***Roles and Regulations***

- i. Voting members of the Disciplinary Committee for each school/ program will be required to sit during hearings of their school.
- ii. Voting members from a particular school must refrain from communicating with the students undertaking disciplinary charges prior to the hearing. Any student support can only be provided by non-voting members of that Committee.
- iii. Voting members of the Disciplinary Committee may use past cases as precedents to uphold or suggest punishments corresponding to the magnitude of student offenses.
- iv. Voting members of the Disciplinary Committee of respective schools are only allowed to sit in hearings of their designated schools.
- v. Voting members of the Disciplinary Committee from a different school may only be allowed to attend hearings of another school under exceptional circumstances. The two requisites are:
  - The substitution must be communicated at least 10 hours prior to the hearing to the OSA Disciplinary Committee representative.
  - The substitution will be implemented upon the agreement of the School Committee Convenor
- vi. Voting members of the Disciplinary Committee will sign a non-disclosure agreement before their first committee hearing. They must strictly ensure the confidentiality of all committee proceedings. Failure to do so may result in the following repercussions depending on the nature of the breach:
  - Temporary suspension as a voting member for 6-8 weeks
  - Voting rights revoked as a Disciplinary Committee Representative
  - Temporary suspension from the Student Council
  - Permanent removal from the Student Council.
- vii. Voting members of the Disciplinary Committee must be fair and charitable in their interpretation of cases and statements.
- viii. Voting members of the Disciplinary Committee must be impartial throughout all hearings. They do have the right to contest if the committee is not fair and charitable in its decision and imposes punitive punishments without proper reasoning.
- ix. Voting members of the Disciplinary Committee must inform the Committee beforehand if they are personally acquainted with the accused. In such cases, it is advised for voting members to withdraw their verdict for that hearing.
- x. Voting members of the Disciplinary Committee that are found exhibiting biased verdicts by the Committee may be replaced or removed.
- xi. Voting members that have been summoned for Disciplinary Committee hearings will be suspended until their case is closed:

- Only voting members that are exonerated may partake in future Committee hearings.
  - Voting members that have been charged by the Disciplinary Committee will be permanently removed from the Disciplinary Committee and will be asked to resign from the Student Council.
- xii. Voting members must put in a request for a formal meeting with their respective School Disciplinary Committee Convenor. This request will be routed through the Office of Student Affairs to ensure that they are well acquainted with the processes prior to formally appearing in hearings.

### **Non-Academic Disciplinary Committee**

- i. Voting members of the Non-Academic Disciplinary Committee must refrain from communicating with the students undertaking disciplinary charges prior to the hearing.
- ii. Voting members of the Non-Academic Disciplinary Committee may use past cases as precedents to uphold or suggest punishments corresponding to the magnitude of student offenses.
- iii. Voting members of the Non-Academic Disciplinary Committee shall sign a non-disclosure agreement before their first committee hearing. They must strictly ensure the confidentiality of all committee proceedings. Failure to do so may result in the following repercussions depending on the nature of the breach
  - Temporary suspension as a voting member for 6-8 weeks
  - Voting rights revoked as a Disciplinary Committee Representative
  - Temporary suspension from the Student Council
  - Permanent removal from the Student Council
- iv. Voting members of the Non-Academic Disciplinary Committee must be fair and charitable in their interpretation of cases and statements.
- v. Voting members of the Non-Academic Disciplinary Committee must be impartial throughout all hearings. They do have the right to contest if they feel that the committee is not fair and charitable in its decision and is imposing punitive punishments without proper reasoning.
- vi. Voting members of the Non-Academic Disciplinary Committee that are found exhibiting biased verdicts by the Committee may be replaced or removed.
- vii. Voting members of the Non-Academic Disciplinary Committee that have been summoned for Disciplinary Committee hearings will be suspended until their case is closed:
  - Only Voting Members that are exonerated may partake in future Committee hearings
  - Voting members that have been charged by the Disciplinary Committee shall be permanently removed from the Disciplinary Committee and the Student Council.

- viii. Voting members of the Non-Academic Disciplinary Committee must put in a request for a formal meeting with their respective School Disciplinary Committee Convenor. This request will be routed through the Office of Student Affairs to ensure that they are well acquainted with the processes prior to formally appearing in hearings.
- ix. Voting members of the Non-Academic Disciplinary Committee must inform the committee beforehand if they are personally acquainted with the accused. In such cases, it is advised for voting members to withdraw their verdict for that hearing.

## **Health and Wellness Committee**

### ***Statement of Purpose***

*'The fundamental purpose of the Health and Wellness Committee of the Student Council is to ensure the mental well-being of students. The Student Council Health and Wellness Committee representatives must ensure that students' psychological and mental peace is always a priority. Representatives should convey student sentiment towards the current facilities and services being provided by CAPS, devise mechanisms to improve student satisfaction, take part in initiatives to raise awareness regarding mental health, and any activity that can contribute towards creating a healthy campus environment.'*

### ***Structure***

The Committee shall comprise of the following positions:

- i. **2** Committee Chairs
- ii. **5** Committee Members

### ***Roles and Regulations***

- i. The main point of contact for the Student Council representatives shall be the office of 'Counselling and Psychological Services (CAPS).
- ii. The Committee shall organize a mandatory meeting with the Head of CAPS twice every Fall and Spring semester.
- iii. The Committee shall circulate forms to gauge student sentiment towards each counsellor. This information should be used as a feedback mechanism for counsellors and as a way to gauge performance.
- iv. The Committee shall not be allowed to personally handle cases as they require professional expertise.
- v. The Committee shall not be eligible to request details regarding any student taking counseling from CAPS.
- vi. The Committee must sign a non-disclosure agreement with CAPS. They must strictly ensure the confidentiality of proceedings. Failure to do so may result in their removal from the Committee.

- vii. The Committee may conduct workshops to raise awareness regarding mental health and the importance of mental well-being.

## **Welfare Committee**

### ***Statement of Purpose***

*'The fundamental purpose of the Welfare Committee of the Student Council is to ensure the well-being of the LUMS community. They serve as a body that collects donations and provides monetary as well as non-monetary (in the form of goods) assistance to all individuals- including, students, staff, and faculty'.*

### ***Structure***

The Committee shall comprise of the following positions:

- i. **2** Committee Chairs
- ii. **4** Committee Members

### ***Roles and Regulations***

- i. The Committee shall personally verify all cases and track them to their source before sending out a call for donations to the Student Body.
- ii. The Committee Chair shall have access to the Student Council e-mail account to ensure efficient Calls for donations sent to cater to urgent cases.
- iii. The Committee shall inform the Student Body of the exact amount required and act as an intermediary to transfer funds.
- iv. In the case that amount collected exceeds the required amount for a case, donors shall be asked if their donations can be used to contribute to another case.
- v. In the circumstance that the donor expresses their willingness to donate on a particular case, that they are unable to, the Committee is obligated to refund their donations.
- vi. The Committee shall keep a list of individuals that have presented cases with no truth value. They must tally new cases with this list to minimize the possibility of donors' money not being used for its intended purpose.
- vii. The Committee shall ensure transparency in its activity.
- viii. The Committee shall ensure the confidentiality of recipients of financial assistance (unless it is integral to the verification process, or the recipients make it clear otherwise).
- ix. Individual Committee members may discuss cases for verification purposes or for progress checks.
- x. The Committee shall share details about the Amount Collected and Amount Donated publicly, once at the end of each semester.

## **Campus Development**

### ***Statement of Purpose***

*'The fundamental purpose of the Campus Development Committee of the Student Council is to monitor and enhance the facilities provided to the Student Body. This may include recommending maintenance of existing facilities as well as proposing new facilities. The Campus Development Committee may focus on living conditions across all parts of the university i.e. All male Hostels, All Female Hostels. They may also undertake the provision of facilities that are common to the student body.'*

### ***Structure***

The Committee shall comprise of the following positions:

- i. **3** Committee Chairs
- ii. **6** Committee Members

### ***Roles and Regulations***

- i. The Committee shall serve as a mediator to convey student needs effectively to the Heads of the Administration.
- ii. The Committee shall serve as a spokesperson to initiate and undertake the provision of new campus development facilities.
- iii. The Committee shall serve as a spokesperson to propose infrastructural changes, i.e. parking facilities, and additional study spaces.
- iv. The Committee shall communicate proposals to the Executive Members of the Student Council prior to communicating them to the Heads of Administration.
- v. The Committee shall place special emphasis on hostel conditions. These include but are not restricted to room conditions, hostel infrastructure, hostel occupancy, hostel maintenance, hostel fumigation, hostel restroom changes, and installation of additional hostel facilities i.e. washing machines, steam irons, televisions, air conditioners, soap dispensers, etc.
- vi. The Committee may also arrange activities within hostels for recreational purposes.
- vii. The Committee shall pay special emphasis on facilities that are available to the whole student body including facilities for day scholar students.
- viii. The Committee shall inspect and lodge complaints if any equipment is faulty or any facility is not properly or adequately provided and then facilitate an amicable resolution with the concerned departments.

## **Career Services Committee**

### ***Statement of Purpose***

*'The fundamental purpose of the Career Services Office committee of the Student Council is to streamline opportunities for personal and professional experiences for the student body. This shall include internship*

*as well as employment opportunities for both graduate and undergraduate students. The committee may also explore the prospect of inviting industry experts to engage with the student body’.*

### ***Structure***

The Committee shall comprise of the following positions:

- i. **2** Committee Chairs (1 Graduate Chair, 1 Undergraduate Chair)
- ii. **4** Committee Members

### ***Roles and Regulations***

- i. The main point of contact for the Student Council representatives shall be the ‘Career Services Office’ (CSO), part of the Office of Student Affairs (OSA).
- ii. The Committee must have a mandatory meeting with the Career Service Office at least twice every Fall and Spring semester.
- iii. The Committee shall provide a list of industry experts if they want to organize a talk show. The committee shall proceed with its invite-only when the list has been cleared by the Office of Student Affairs.
- iv. The Committee shall serve as a spokesperson to initiate and undertake the provision of new professional opportunities for the Student Body.
- v. The Committee shall act as a spokesperson to convey student sentiment regarding equitable opportunities across schools.
- vi. The Committee shall communicate proposals to the Executive members of the LUMS Student Council prior to communicating them to the Career Service Office.

## **Human Resources Committee**

### ***Statement of Purpose***

*‘The fundamental purpose of the Human Resource Committee of the LUMS Student Council is to act as a vessel of communication between the LUMS Student Council and the Student Body. The committee shall be divided into communication, technology and social media. The committee shall also take part in arranging, organizing, and coordinating internal council affairs and ensuring harmony. This includes monitoring and running the social media handles of the LUMS Student Council’.*

### ***Structure***

The Committee shall comprise of the following positions:

- i. **2** Committee Chairs

ii. **6 Committee Members**

***Roles and Regulations***

- i. The Committee shall have access to the Instagram, Facebook, Twitter, and Outlook accounts of the LUMS Student Council.
- ii. The Committee Chairs shall be given access to the Student Council's social media and e-mail account.
- iii. The Committee shall record attendance in Council meetings and make it public to the student body during the tenure.
- iv. The Committee shall organize and schedule Council meetings through coordination with the Executive members.
- v. The Committee shall be responsible for communicating council events to the student body.
- vi. The Committee shall be responsible for ensuring harmony within the council and planning recreational activities for council unity.
- vii. The Committee shall be responsible for communication to promote student support i.e. obituary e-mails and call for blood donations.
- viii. The Committee shall assist in organizing events for each committee.
- ix. The Committee shall be responsible for coordinating progress reports with each committee.
- x. The Committee shall be responsible for keeping track of Committee meetings with their corresponding administrative representatives.

**Diversity and Inclusion**

***Statement of Purpose***

*'The fundamental purpose of the Diversity & Inclusivity committee of the LUMS Student Council is to foster an inclusive environment by formulating policies that bring all students to an equal footing. The committee shall also ensure an environment free of discrimination where all minorities are represented and their rituals and norms are respected'.*

***Structure***

The Committee shall comprise of the following positions:

- i. **2 Committee Chairs**
- ii. **4 Committee Members**

***Roles and Regulations***

- i. The main point of contact for the Student Council representatives shall be the ‘Office of Accessibility & Inclusion’ (OAI).
- ii. The Committee shall organize a mandatory meeting with administrative representatives from OAI at least twice every Fall and Spring semester.
- iii. The Committee shall advocate against the discrimination of minorities.
- iv. The Committee shall reserve personal opinions on the cultural norms of other communities and be completely impartial in its operation.
- v. The Committee shall advocate for the protection of minority rights.
- vi. The Committee shall serve as a spokesperson to communicate the need for facilities needed to practice rituals.
- vii. The Committee shall organize events to promote communication and unity across different cultures and communities at LUMS.
- viii. The Committee shall ensure that there is no discrimination on any of the following grounds:
  - i. Race
  - ii. Color
  - iii. Religion
  - iv. Sexual Orientation
  - v. Age
  - vi. Disability
  - vii. Socioeconomic status

## **Graduate Affairs & Alumni Relations**

### ***Statement of Purpose***

*‘The fundamental purpose of the Graduate Affairs & Alumni Relations committee of the LUMS Student Council is to pay special emphasis on the needs of students enrolled in Graduate programs at LUMS. The committee shall serve as a point of student contact for LUMS Alumni to strengthen the Alumni network and enable students from various batches to add value to each other’s lives’.*

### ***Structure***

The Committee shall comprise of the following positions:

- i. **2** Committee Chairs (At least 1 Chair from the Graduate Program)
- ii. **3** Committee Members

### ***Roles and Regulations***

- i. The Committee shall be responsible for monitoring and gauging student graduate student sentiment towards their LUMS experience.
- ii. The Committee shall be a spokesperson to convey academic queries and reservations to corresponding academic coordinators.

- iii. The Committee shall be the primary medium of communication from the Student Council to communicate with members of the LUMS Alumni network.
- iv. The Committee shall take the lead in promoting recreation activities for graduate students.
- v. The Committee shall observe and recommend facilities that graduate students can avail.

## **Food & Pricing Committee**

### ***Statement of Purpose***

*'The fundamental purpose of the Food & Pricing Committee of the LUMS Student Council is to work towards ensuring price regulation and quality control across all eateries at LUMS. The committee shall be eligible to propose mechanisms for managing and ensuring quality standards. The committee shall also convey student sentiment regarding the financial feasibility of all eateries to ensure financially feasible nutritional options for the student body'.*

### ***Structure***

The Committee shall comprise of the following positions:

- i. **2** Committee Chairs
- ii. **4** Committee Members

### ***Roles and Regulations***

- i. The Committee shall serve as a mediator between eateries and the student body, conveying student preferences and sentiments.
- ii. The Committee shall be eligible to arrange meetings with restaurant managers to discuss the feasibility & hygiene of their operations.
- iii. The Committee shall be eligible to request eateries to inform the committee before an increase in price.
- iv. The Committee shall be allowed to conduct quality control inspections once a semester to ensure that hygiene concerns are addressed.
- v. The Committee shall be allowed to propose the prospect of new eateries on campus. This may be done after communicating it with the executive members of the Student Council.
- vi. The Committee shall be eligible to propose more environmentally friendly methods of production and packaging.
- vii. The Committee shall pay special emphasis on the affordability and quality control of the Pepsi Dining Centre (PDC).
- viii. The Committee shall be eligible to propose and recommend additional payment methods for eateries to ensure ease of the student body.

- ix. The Committee shall monitor equipment as well as utensil usage and lodge complaints to the relevant authorities in the case that it is unable to meet minimum quality standards.
- x. The Committee shall be free to propose menu additions to eateries based on student sentiment.
- xi. The Committee shall also be the body of contact for queries and complaints of the student body regarding the LUMS Superstore.

## **Harassment Committee**

### ***Statement of Purpose***

*'The fundamental purpose of the Harassment Committee of the LUMS Student Council is to make LUMS a safe space for all genders and assist survivors and victims of harassment and abuse'.*

### ***Structure***

The Committee shall comprise of the following positions:

- i. **2** Committee Chairs (At least 1 Chair shall be a female)
- ii. **4** Committee Members

### ***Roles and Regulations***

- i. The Committee shall take necessary action to provide emotional support to the focal person and help them cope with the stress factor.
- ii. The Committee shall be allowed to connect victims to counseling services from CAPS.
- iii. The Committee must sign a non-disclosure agreement when the focal person wishes to maintain their confidentiality. Failure to do so may result in their removal from the committee.
- iv. The Committee shall refer all harassment-related complaints to the University Harassment Committee, provided the consent of the complainant, while not publicly.
- v. The Committee may conduct workshops and information sessions to raise awareness.
- vi. The Committee shall oversee all casing ranging from physical harassment, psychological harassment, cyberbullying, and sexual harassment.

## **Academic Committee**

### ***Statement of Purpose***

*'The fundamental purpose of the Academic Committee of the LUMS Student Council is to resolve all student issues related to academia. The committee shall try and ensure that students continue to benefit from exemplary education standards and that any setbacks faced by them are highlighted and resolved'.*

## ***Structure***

The Committee shall comprise of the following positions:

- i. **2** Committee Chairs
- ii. **5** Committee Members

## ***Roles and Regulations***

- i. The Committee shall communicate all enrolment-related queries of both graduate and undergraduate students to the Registrar's Office (RO) and recommend potential solutions.
- ii. The Committee shall convey student sentiment and propose both revised timings and additional sections of courses to the Registrar's Office.
- iii. The Committee shall ensure that feedback from instructor evaluation forms is given weightage and used to determine future course decisions.
- iv. The Committee may conduct workshops and sessions to help students excel in internal as well as external standardized tests.
- v. The Committee shall pay special emphasis on the working hours and monetary compensation for Teaching Assistants.
- vi. The Committee may express and voice concerns regarding the accountability of instructors on behalf of the student body.
- vii. The Committee may propose external resources to aid students in their respective academic fields.
- viii. The Committee shall be eligible to request a meeting with the Registrar's Office before the final course memo is released for each semester's enrolment.

## **Student Action Committee**

### ***Statement of Purpose***

*'The fundamental purpose of the Student Action Committee of the LUMS Student Council is to raise awareness and voice concerns regarding broader issues faced by the student body. The primary focus of the committee would be to increase student engagement and mobilization for various issues.'*

## ***Structure***

The Committee shall comprise of the following positions:

- i. **2** Committee Chairs from the Council, 1 Non-Council Committee Chair
- ii. **3** Members from the Council, 7 Non-Council members.

## ***Roles and Regulations***

- i. The Committee shall organize protests, solidarity marches, public forums, and other such events for the welfare of the Student Body.
- ii. The Committee will also be responsible for organizing Awareness regarding

broader issues faced by the Students and the broader community.

- iii. The Committee may invite different guest speakers from faculty for the purpose of educating the Students regarding any issue whatsoever.
- iv. The Committee shall also hold public forums and student meetings on a regular basis.

## **Article VI**

### **Committee Processes**

#### **a) Committee Allocation**

- i. Committee Chair's appointment shall take place once the new council bears office.
- ii. Committee Chair's appointment shall not be discretionary and will take place through an interview process.
- iii. The interview panel shall include 3 Executive Members of the Student Council, and an Administrative Officer relevant to the committee.
- iv. Every Student Council member may be free to apply for chairship of the committee of their choice.
- v. The weightage of the votes during the selection of committee chairs will be as follows:
  - Head of Department – 5 points
  - Student Council President – 3 points
  - General Secretary – 2 points

- Vice President – 2 points
- vi. Points shall be accumulated for each committee and the results should be announced at the Council meeting.
- vii. The executive members will allocate the remaining Committees at their discretion.

### **b) Committee Formation and Dissolution**

- i. A Committee is created or dissolved by a simple majority vote of the Council.
- ii. Each Committee is led by a chairperson(s).
- iii. The Chairperson is elected by a simple majority vote of the Council.
- iv. The structural and functional details of a department are the sole authority and responsibility of the Chairperson.
- v. The staff of a committee excluding the Chair can be any stakeholder of the university, appointed by the Chair.

### **Article VII - Meetings**

- i. The Student Council shall meet no less than once per month during each fall and spring semester at a date and time prescribed by Executive members.
- ii. All meeting minutes shall be made public and circulated amongst the student body during the tenure. During a meeting, the Student Council may move into a closed session by a majority of the vote but may not take any binding votes during the closed session.
- iii. All Student Council members must attend all meetings unless communicated specifically to the Chair of Human Resources or the Executive Members.
- iv. All meeting attendance records shall be made public during the tenure of the Student Council.
- v. The Student Council may nominate 3 members to represent in the University Council Meeting with the respected Vice Chancellor and Provost.
- vi. All Council Members shall have the right to introduce motions and present proposals during council meetings.

### **Article VIII - Amendment to the Constitution**

- i. Any motion to amend the Constitution requires a two-thirds majority to pass, once a quorum is established.
- ii. The amendments shall be finalized in consultation with the Office of Student Affairs.
- iii. The President shall announce the date from which the concerned amendment will be enforced.
- iv. The amendments shall take effect only after being announced to the Student Body by the Student Council President.

## **Article IX - The Ethics Committee**

### ***Statement of Purpose***

*'The Ethics Committee shall serve as a regulatory body that actively participates in addressing ethical issues within the council as well as external issues that involve the Student Council'.*

### ***Structure***

The Committee shall comprise of the following positions:

- i. 5 Members (1 EC member, 1 Graduate member, 3 Undergraduate members).
- ii. The Ethics Committee would be internally elected through a simple majority vote.
- iii. In case a dismissal of any member is required from the committee, a simple majority would be required to move the motion against the member, and disqualification would be through a 2/3 majority vote.

### ***Roles and Regulations***

- i. The Committee shall be formed within the first 4 weeks of the new council's tenure.
- ii. The Committee shall observe all internal council operations to highlight any inappropriate action.
- iii. The Committee shall demonstrate a dedication to ethical concerns and appropriate practices.
- iv. The Committee shall promote professionalism, responsibility, and accountability.
- v. The Committee shall uphold decision-making based on integrity and evidence.
- vi. The Committee shall keep the proceedings of the ethics committee confidential till it announces its decision.
- vii. The Committee shall act as a mediator in the case of internal council conflicts.
- viii. The Committee shall take the lead on cases of questionable ethics in practices during election campaigns and voting.
- ix. The decision of the Committee shall be based on concrete evidence and will factor in the verdict from both the accuser and the accused.

## **Article X - Impeachment and Removal of Elected Members**

### **Impeachment of Executive Officers**

- i. General members cannot be impeached.
- ii. In the event of an Executive Officer of the Student Council failing to perform his/her duties or the discovery of any discrepancy in his/her performance, the Student Council reserves the right to impeach the Officer in question.

- iii. Any Council member can call for investigations on an Executive Officer. However, any such formal process will only be initiated after obtaining a simple majority from the council.
- iv. Once the motion is in order, the concerns and opinions of all council members can be voiced in the council meeting.
- v. In the next session, after the formal allegations have been laid down, the Executive Officer in question would be given an opportunity to explain his/her position and answer all the allegations tabled against him/her.
  - The Executive Officer in question will be provided at least 14 and a maximum of 21 days to establish his/her defense.
- vi. Thereafter, the Council would move to a vote on whether to impeach the member in question.
- vii. Such a motion, however, would require a two-thirds majority in order to pass.
- viii. In case the motion is passed, the Executive Officer would have to resign immediately from his/her post.
- ix. The impeached Executive Officer would continue to be a general member.
- x. This procedure would be supervised and executed by the General Secretary through a secret ballot.
  - In case the General Secretary is the subject of the motion, the procedure will be carried out by the President.
- xi. In case the Executive Council position becomes vacant, the Council would move to the election procedure for that particular post.
- xii. Impeachment proceedings cannot be initiated against an Executive Council Member twice on the same issue, without new information coming to light.

### **Removal and Replacement from Council**

- i. Elected members shall be removed with immediate effect from the council when found to be guilty by the University Disciplinary Committee.
- ii. Elected members may be removed from bearing office due to negligence in fulfilling their duties effectively through the following procedure:
  - The President may issue a formal warning to a member if the member is absent for three consecutive meetings of the Student Council, or the Executive Officers feel that the member is negligent to an unacceptable degree in Council work.
  - The President issues a show-cause notice in case the Council member does not take remedial action after the issuance of a formal warning. The notified member shall be expected to justify their performance with sufficient reasons to the Executive Officers within the stipulated time.
  - In the case that the Council member has been proven negligent of their duties, the President shall issue a dismissal order, after a unanimous vote in the Executive Council.

- The decision of the Executive Officers shall be final.
- iii. Any general member stands removed from the Council through a written resignation application to the President with a valid reason, provided the President accepts the resignation.
- iv. For replacement, the candidate running in the last elections having received the third-highest number of votes in the same constituency as the removed member will be requested by the President to take the dismissed member's vacant seat subject to his/her availability and willingness.
- v. Any Executive member stands suspended with immediate effect from the Council who:
  - is academically impacted in terms of his CGPA having fallen below 2.3. In case where a member has to be removed due to their CGPA falling below 2.3, the member may only be suspended from the Council till such time his CGPA has recovered to 2.3 or above.
- vi. The Vice President shall take additional charge for the Executive officer suspended. In case the Vice President is suspended the President will take additional charge.
- vii. In case the Council decides to replace the suspended Executive member, the Council would move to the election procedure for that particular post.