Charter for Society/Club

Registration
The name Society shall be COMSATS Lahore “__________”, hereafter referred to as “the society”. Students can get Society/Club registration application form from SSC or the photocopier. A minimum of 15 members can set up a society. The founding member/society president is to provide a list of complete members of the club/society and roles of the concerned officials (if any). The students interested in building a club/society need to have a faculty member on board as the Faculty Incharge of the Club/Society.

Aim
The aim and objectives ought to be clearly defined by the club/society. Requisite in particular for every society will be to confer to the positive and reputable image of CIIT, Lahore.

Membership
Membership of the Society is open to all members/students of COMSATS University Students’ Union. All the activities of the societies will be held only after the approval of SSC Authority and Faculty Incharge. SSC reserves the right to refuse or revoke membership, with the approval of Faculty Incharge, of an individual for breaching this constitution, the Society’s Safety Code of Practice, or bringing the Society into disrepute, as subject to the complaints.

Societies’ links, registration forms and updates will be placed on the campus website. Any society interested in offering online membership on university’s website ought to discuss and seek approval from SSC Authority.

Executive Committee
No member will hold more than one executive position. A vote of confidence from all members of the society will be required for the nominations of the stated executive positions, and a check and balance will be maintained by SSC. The society executive committee will consist of the following positions:

1. President: who will
   - Be the primary representative of the Society to the Union, the University and to external bodies and attend the Societies Council and other relevant meetings.
• Co-ordinate and oversee the activities of both the Executive and the Society as a whole.

2. **Treasurer**: who will
   • Maintain good order of the Society Finances and advise the Executive/membership on expenditure of the budget.
   • Submit a quarterly balance sheet to SSC.

3. **Secretary**: who will
   • Be responsible for administration of all matters relating to memberships, subscriptions, and liaising appropriately with the Treasurer.
   • Be responsible for all Society correspondence and administration.
   • Take minutes at meetings and circulate agendas and minutes of such meetings to the membership.
   • Informing the membership of other appropriate information as and when required.
   • Be responsible for the ordering and maintenance of all Society equipment.

In the absence of any member of the executive committee, his/her duties may be delegated to another executive member. Failure of executive members to carry out the duties conferred to them by this constitution or by resolutions of society meetings, without reasonable excuse, will be grounds for termination.

**Account Management**
Societies will be having their respective bank accounts for a smooth account management. A signatory from SSC will accompany accordingly.

**Guests and VIP management**
Students are advised to check with the Student Services Center (SSC) for protocols on invitation letter, admin program, car park, seating arrangement, receiving party etc. particularly before proceeding to extend invitation to guests and VIPs for their events. Clearance must first be sought from SSC for invitation to the President of the Republic of Pakistan, the Prime Minister, Cabinet Ministers, Members of Parliament, top officials and senior management in the public and private organizations for attendance as guest/guest-of-honour. The students should contact the respective officers in SSC at least 2 months prior to their event. SSC will then assist students to facilitate contact with the relevant department. Likewise, for data and information, students are advised to look up the various public sources, such as websites and publications of
the relevant Ministries, before writing to the Ministries. For invitation of internal guests from COMSATS, please contact SSC.

**Fund Raising/Management**

Student organizations should seek approval from respective officer in SSC prior to their fund raising activities. Fund management will be utilized effectively in the university’s event management, training and development of society members, and for all students in general i.e. study tours, recreational trips, prize money etc. Student organizations are reminded that they cannot appoint professional canvassers or fund raisers for any fund raising activity. Students, in the course of performing official work for student organizations, should not accept any personal gifts from commercial organizations.

**Collection for Charity Purpose**

Student organizations who wish to organize projects for the collection of money for charity must get a prior approval from SSC. Official stamp must be obtained from Student Services Center for use of tickets (tickets must be serialized). After collection, they must submit a list of students involved in the project with their course/year of study, serial number of cards allocated and amount of money collected.

**Sales of Tickets**

Student organizations, other than societies which wish to organize projects such as carnivals, concerts; bashes etc. involving sale of tickets should submit the design of ticket to the Office of Finance for approval, prior to printing. After approval is sought, students may then print the tickets (must be serialized) and obtain the official stamp from Student Services Center before sale of tickets is allowed to proceed.

**Transport**

Student organizers should commute by public transport such as bus whenever possible. Prior written approval should be sought for University Transport.

**Complaints**

Any complaints about the functioning or operations of the society should initially be discussed with the President followed by Incharge Faculty, then with SSC for problem resolution.
Constitution

The whole or any part of this constitution may be altered, amended or omitted at any general meeting. Any changes shall require a qualified majority.

Safety

The Society must adhere to the safety framework of CIIT, Lahore at all times. Failure to abide by this framework may result in disciplinary action. The Society must have a Safety Code of Practice that should be reviewed on the stated time. This code will be shown to each member before they subscribe to the Society. Society Executive Committee will be responsible for the health and safety of their members throughout all the society activities.

Why should you join a Society/Club?

There are many reasons why one should join a student society/club. Some help you with career, some help you with social skills and some help you with personality development.

1. **Networking**: The easy and best way to network with students who have similar interests is joining a student society/club. It can help you with your career, interests, or anything that you are passionate about.

2. **Professional experience**: If you join a professional chapter student society/club, you will get exposed to lot of professional career and helps you build competently.

3. **Personality development**: If you join a student society/club, your communication skills will improve because you are interacting with different people. You learn to balance education and organizational work focusing on your goals.

4. **Leadership skills**: If you become part of any society, you take up the responsibility or challenge to be a leader and you learn what it takes to be a leader. SSC will help you by giving you training and instilling those good leadership skills.

5. **Alumni Networking**: Student society/club, usually try to bring in alumni and ask them to share their experiences. It is a wonderful opportunity for you to learn from seniors who have graduated and get connected with them. It helps you with job search and mentoring.
6. **Organization and Management Skills:** Many of us are not familiar how a society/club works and how to manage everything. If you are a member of society you get to learn how fundraising works, how finances work, how to market for events and how to work as a team. It helps you in the long run for your job or business.

7. **Friendships and Fun:** Life is not just about career and making money. It is about building friendships and having fun. You get a chance to meet people and build good friendships. You will be part of the social activities and will have so much fun.

**For any further details, please visit or Email:**

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