

STUDENT ACTIVITIES POLICIES AND PROCEDURES

This policy will be implemented from 1st July 2019 to 30th June 2020.

SOCIETIES

Starting a new society

Go over the list of societies to ensure that a similar society is not in the already established list of societies. If in case it does not exist, you may contact the Student Activities office for petitioning a new society.

One must file a petition for the Society at the Student Activities Office and take the matter up with the Student Activities Manager. If the aims and objectives of the new society do not contradict with the aims and objectives of any existing society or the Student Activities Manager feels that the recognition of the petitioner's society will contribute to the educational or social life of the students, he may forward the petition in the Presidents' next meeting.

One representative of the newly formed society will be required to come forth and present the society's case in the Presidential meeting. Presidents from various societies will then contemplate on whether to start up a new society or not. Presidents of the societies may put forward questions to the petitioner. Lastly, the presidents will vote for setting up the new society.

The recognition implies that a student society obligates itself to abide by all the norms of the university. In addition, members and officers ought to comply with all the academic standards of the university; and know that a violation of the university policies is grounds for strict disciplinary action.

If either the Chief Student Life Officer or Manager Student Activities feel that after being recognized the society does not follow its originally stated principles or encourages activities that may be contradictory with the student conduct code, in which case, the president's approval of recognition maybe challenged.

If either the Chief Student Life Officer or the Manager Student Activities believe that society's existence is important and beneficial for the students but was unable to get the maximum votes, in this case, they may overrule the president's decision and their decision will prevail.

Forman Christian College reserves the right to deny recognition to any society which has aims and objectives that contradict the university policies and core values.

Active societies

We expect that all societies will rise. However, there are the following expectations:

1. To participate in student activities other than solely for the events of your own society.
2. To have either the president or representatives attend the presidents' meetings.
3. To hold regular society meetings (at least two meetings a semester).
4. To organize planned events.
5. To have a candidate contest the presidential elections for the following year.

Reactivating a Former Club/Society

We encourage students to reactivate any former societies whenever possible. Manager Student Activities may assist you in learning more about any previously inactive societies.

To reactivate any society, simply complete and submit a Petition for the Society.

Registration Privileges

Registering will give your society access to the privileges and services that Forman Christian College is providing to all existing societies. The given privileges are associated with the norms and values of the university. Registered societies may:

1. Recruit members from the student body.
2. Use Forman Christian College name and logo in society's documents.
3. Have representation in the Presidents' meeting.
4. Sponsor activities and invite guest speakers in accordance with University guidelines.
5. Use University facilities, equipment, and services to conduct society's activities.
6. Have representatives participate in the leadership training programs.
7. Get space for the society on the FCCU website and Facebook.
8. Apply for the annual budget for society's activities.
9. Participate as a society in University events.
10. Advertise society's activities on the Student Activities calendar, University bulletin boards, and approved banner locations (according to all University policies and procedures).

Responsibilities of Registered Societies

1. It is the responsibility of the members and office-bearers to familiarize themselves with the contents of this document. Since office, bearers, and members are responsible for knowing and following university guidelines. Hence, it is important that the Policies and Procedures document transferred to the new office bearers at the time of selection.
2. A society shall plan and organize their events pertaining to their society's aims and objectives.
3. A society will be responsible for conducting its affairs in a manner consistent with the university policies, local, and federal laws. Members and office bearers will be liable for the behavior of the members or guests during on and off-campus activities.
4. The officers of a society shall promptly notify the Student Activities Office of any changes in the society's officers or representatives, and provide contact information.
5. Societies shall not use University facilities for political, private or commercial purposes on behalf of any off-campus entity or affiliate such as sales, advertising, or promotional activities unless they serve an educational purpose and permission has been granted by the Chief Student Life Officer and Manager Student Activities.
6. A society will hold regular society meetings with the members of the society.

Recruiting Society Members

There are subject related societies and campus-wide societies at the College level and University level. College societies will organize events for the intermediate students whereas University societies will organize events for the University students. Campus-wide societies (Non-Academic Societies) will organize events for both the college and university students.

During Forman Experience, societies can set up display tables, distribute leaflets and hang banners to build awareness of their societies and to recruit new members.

Intermediate students will get a default membership in their subject related societies. However, they can take a non-voting membership in campus-wide societies.

University students can get up to three voting memberships in departmental and campus-wide societies. Memberships for societies will only be open for a limited time through the online Empower based web module. Student Affairs reserves the right to cancel any student membership who fails to comply with the criteria.

No society can force any student to become a member. It is the students' own free will.

Role of Faculty Advisors and Office Bearers

Faculty Advisor

All societies will have one faculty advisor, we hope advisors will play a pivotal role in helping their societies get off to a strong start and become an integral part of the educational process at Forman Christian College.

A spirit of mutual cooperation and a “CAN DO” attitude on the part of both the students and the advisors will help the society prosper.

Considerable responsibility is levied upon the faculty advisor to be knowledgeable as far as all aspects of the society activities are concerned.

It is the responsibility of the advisor to...

1. Attend all society meetings and activities.
2. Advise society officers in planning and administering programs consistent with the group's purposes.
3. Assist in finding suitable lecturers or guests for society events.
4. Be familiar with the contents of the *Student Activities Policies and Procedures*.
5. Be present at society's event.
6. Supervise financial transactions and help in maintaining accurate financial records.
7. Consult with the Manager Student Activities when questions or problems arise which require additional information.
8. Help the society office bearers in evaluating programs in relation to its purpose or objectives.
9. Read and verify all records of activities, finances, and an annual report.
10. Travel with the students to all official society activities or conferences, and be familiar with study and recreational trips guidelines.

Society advisors will be evaluated annually by the Chief Student Life Officer and the Manger Student Activities.

Society Advisor Selection Criteria

- Have a good understanding of society's objectives.
- Know and understand university policies.
- Be able to solve problems.
- Be willing to help students to take responsibility for their own learning, development, and success of the society while providing advice, support, and encouragement.
- Work hand in hand with the Student Activities Manager and Chief Student Life Officer.
- Be a positive role model for core values of the university.
- Uphold the policies and rules of the university
- Be organized
- Have a positive working relationship with students.
- Head of Departments cannot act as an advisor to the student society because of his other departmental responsibilities.

Selection

Departmental Societies

1. Nominated by the Head of Department based on the above-mentioned criteria
2. Recommended by Manager Student Activities.
3. Appointed by the Chief Student Life Officer.

Campus-ide Societies

1. Nominated by current office bearers.
2. Recommended by Manager Student Activities
3. Appointed by the Chief Student Life Officer.

Office Bearers

1. All office-bearers should have a CGPA of more than 2.0
2. All students must have a clear disciplinary record and acquire clearance from the Chief Proctor.
3. There should be at least two females, one religious minority and another of a variant ethnic background apart from the usual majority of students comprising the council. (These conditions may overlap by the same accepted candidate but must be fulfilled.
4. Societies cannot modify any policies but can add more if necessary after communicating with Manager Student Activities.
5. Extended council should also be selected in accordance with society's scope and need. It must be shared along with the executive council list. Student Activities Office may inquire about any positions added in extended council if required.
6. All council appointments must be in coordination with the advisor along with his/her consent.

President

1. Regularly attend and actively participate in presidents' meetings with the administration to discuss student and administrative concerns.
2. Preside over society meetings with all the members and office-bearers of the society.
3. Recruit office bearers of society from the membership list in coordination with the advisor.
4. Develop and maintain a close working relationship with office bearers of the society.
5. Ensure that office bearers are meeting all the essential criteria for working effectively.
6. Work closely with the advisor and other office bearers to plan and organize events for the society.
7. Submit society's annual budget and activities plan within the stated time.
8. Publish a report covering all societal events on the university website.
9. Maintain accurate financial records of the society.
10. Follow the procedure of purchase and accounts as directed by the Student Activities Office.
11. Abide by the policy and procedures of Student Activities.
12. Abstain from any activities involving to collect money from the students.
13. Attend all meetings/trainings/workshops organized by the Student Activities.
14. Organize the work of society with the oversight of the advisor and report to the Manager Student Activities.
15. Represent the society at events both on and off-campus as needed or as per direction from Manager Student Activities.
16. Work for the overall betterment of the campus community by helping and working with other societies as is appropriate.
17. In case of absence from any presidential meeting or failure to comply with the above-mentioned duties; will result in dismissal from the president position of society.

Vice President

1. Assist the President in fulfilling his/her duties.
2. Assume the office of the President in case of the President's resignation, ineligibility or impeachment.
3. Attend meetings of the Society.
4. Establish the location, date, time, and agenda of all meetings, in conjunction with the Society. The location, date, time, and agenda must be set so that the Secretary has sufficient time to publish the agenda and information about meetings at least three days prior to each meeting.
5. Meet with the members; acting as chair in the absence of the President.

Treasurer:

1. Maintain and administrate the funds of the Society.
2. Report regularly to the Advisor and Presidents on the status of the budget and utilization of funds.
3. Oversee all financial planning for any major event.
4. Report to the Manager Student Activities within three days of spending the amount.
5. Participate, along with other office bearer and member meetings.
6. Follow procedures approved by the administration for the dispersal of funds.

Secretary

1. Keep, file and distribute the minutes of the meeting and other documents.
2. Complete and maintain a file of all correspondence.
3. Call roll at all meetings and maintain records of attendance.
4. Publish the agenda and information about meetings 3 days prior to each meeting.
5. Provide updated information for the Forman Christian College website.
6. Manage the archives of the Society.
7. Participate, along with other office bearers in a monthly meeting.

Activities Coordinator

1. Coordinate or plan any events taking place in the university involving student activities in conjunction with the Advisor.
2. Attend meetings of the Society.
3. Coordinate with the Treasurer to approve funds for events.
4. Have a meeting with the societal presidents.

Logistics Manager

1. Coordinate with student activities coordinator and provide all event-related material.
2. Monitoring the quality, quantity, cost, and efficiency of the goods.
3. Must maintain the order cycle and associated documents.
4. Attend meetings of the Society.
5. Coordinate with the Treasurer to approve funds for events.

Media Manager

1. Coordinate with the student activities office and put up adverts of upcoming events on the college website at least one week prior to the event.
2. Must coordinate with the Communication and Publication office for inviting media (refer to their

manual).

3. Attend meetings of the Society.

EVENTS

Gaining approval for event and facilities Reservation

Due to limited space on campus, it is highly advisable to secure facilities early for events or programs through Events and Facility Reservation office located in ASAB Room # 22.

Facilities are available only on a first-come/first-serve basis. Societies should reserve the facility before sending out invites to the guests or making any commitments in reference to the event. The facility will only be reserved if the societies follow the proper procedures. No reservation form will be entertained on the day of event. In case of any damage to the university, property during the event will be deducted from the Society's budget.

Submit the event reservation form with signatures of the Advisor and Student Activities Manager at least two days prior to the event in the case of the event happening during regular university timings. However, if the event is scheduled for a time other than the academic time, a reservation form will have to be submitted at least a week prior to the event. Also, collect the applicant's copy of the approved reservation form from Events and Facilities Manager.

Organizing events

Societies can organize events pertaining to their subjects. Societies or their members may help the Student Activities office in arranging campus-wide events.

Societies are discouraged to sell tickets to students for organizing a society-administrated event. However, for large-scale events, societies can be allowed to take registration fees after taking approvals from the Student Activities Manager, which must be put in the bank and a receipt must be submitted to the treasurer of the society who must deposit all receipts to Manager Student Activities.

Get consent from the Head of Communication and Publication if media personnel are to be invited for the event. If you require the services of a photographer then fill out the form for Photography Request. Submit the form at least four days prior to the event in the Communication office. It is the responsibility of the society to submit a report along with the pictures of the event in the Communication office for posting it on the official website and Facebook page.

Societies holding campus-wide events must ensure adequate faculty presence in order to maintain discipline. Any event expected to have more than 100 people in attendance must include the Chief Proctor's office. If more than 100 students participate in an event of the society, the society needs to request additional faculty members and include prefects and/or proctors for the event. It is mandatory for the advisor and the president of the society to be present at the event. The ratio for faculty to students must not be less than 2:100 with a minimum of four prefects and/or proctors in attendance for more than 100 students. This number should go up for every 100 students at the event. If outsiders are attending the event then the society must submit the list of outsiders (guests, speakers or service providers) along with their identification numbers in the security office at-least three days prior to the event.

Alcohol, smoking, fighting or activities that seem threatening in maintaining campus order are strictly prohibited. If any society is guilty, during the event they may be banned from all the remaining events for that academic year. In addition to any disciplinary action taken by the proctor, office also strict action will be taken against the member of that society on disciplinary grounds.

Societies are not allowed to participate in the political campaigns of any political party or invite any political leader to the FC College campus for this purpose. Any violation of university policy and/or interference with the university functions is grounds for disciplinary action against the society and its members.

Inviting guest speakers on campus

An academic community FCC is open to ideas from different points of view that stimulate the environment of openness and intellectual freedom. Visiting speakers may be invited to the class by the faculty without informing the administration.

Speakers invited to address the broader the audience, who are not staff or faculty of Forman Christian College must be approved prior to their invitation to speak on campus.

The process of obtaining approval for having a speaker on campus is as follows:

1. Permission request of speaker and topics are presented to:
 - 1.1. The Manager of Student Activities for student societies who wish to sponsor the speaker.
 - 1.2. The Registrar's office for academic and administrative departments.

At their discretion, they may refer the decision to the Speakers' Policy Committee which includes Registrar, Chief Proctor, Chief Student Services, Chief Student Life Officer and Director of Center for Learning and Teaching.

All groups must book the venue with the Manager Event Reservation who keeps the University Calendar. Only recognized student societies and academic or administrative departments may extend invitations to a speaker

If considered to be potentially controversial, the speakers must agree to come alone, accompanied only by their small personal staff and without media coverage. The audience will be limited to students, faculty and members of the Forman Christian College academic community only. The speakers must be willing to answer questions from the audience, and the event organizers must make every possible effort to be sure that the audience includes people who have different points of view and will ask pointed questions.

Special Set-Ups and Charges

Any set-up/arrangements/services should be made through Purchase Department after taking approval from the Manager Student Activities. There is no charge for use of college-owned materials and facilities. Outside services and charges will be billed to the society.

Charges for special events that require outside services should be assessed prior to the event. Societies need to meet these expenses within their budgets. Before purchasing anything or hiring services societies must submit the Purchase Requisition along with the details of items/services required at-least two weeks prior to the event and submit it to the Student Activities Manager who will forward it to the Purchase Department. Students are not allowed to contact purchase office directly they need to contact the Student Activities Office.

No cash payments should be made to the vendor; because vendors will be paid through the purchase office. Societies may negotiate the rates and provide complete specifications to the vendor before finalizing the vendor.

Showing Movies

Societies are allowed to show movies relevant to their subjects. Societies must take approval for the movie with the title from the Manager Student Activities. This can be done on the event reservation form.

If the movie is PG13 or R rated then concerned society needs to edit the violence and, sexual references, brief nudity, intense images, and sexual themes scenes. NC17 rated movies are not allowed to show on FC Campus.

Movies currently in theaters in Pakistan or movies that have been in theaters within the past 60 days may NOT be shown on campus.

Cancellation of an event

An event can either be canceled by a society or Manager Events and Facilities. The event will be canceled by Events office on the basis of security or emergency reasons and/or insufficient planning or supervision.

If the society submits the approved reservation form and then decides to cancel the reserved event, they must inform Student Activities office and Events and Facility Reservation office at least 24 hrs before the event.

Student Activities Office reserves the right to cancel or postpone any event due to security or emergency reasons and/or insufficient planning by the society at any time.

Societies' promotions and advertisement

One of the most effective ways to advertise societies' programs and events is by using bulletin boards on campus.

1. All materials to be posted must be approved by society's advisor and president.
2. All material should have the correct logo and copperplate gothic bold font for FC College name.
3. Posters may only be posted on bulletin boards, not on walls or windows.
4. Make posters/banners with date, time, venue, topic and name of the speaker
5. The name of the society sponsoring the event should be clearly visible on all publicity materials.
6. Any banners needing to be hung should be submitted to the staff in the Administration office at least two days before the society needs them displayed. Students are not allowed to hang banners by themselves. All banners should be hung by the Administration staff of FC College.
7. All materials must be removed by the sponsoring society within 24 hours of completion of the event/posting expiration.
8. Chalking, spray painting and nailing are strictly prohibited and violators will have to pay all charges required to clean the area or repair the damage.

9. Publicity is prohibited from being distributed in classrooms, including being placed on desks and chairs.
10. Floors, Trees, Painted Surfaces, Doors, Windows, Trash Cans and Signboards are illegal areas to post notices and publicity.

Web Post

Societies have access to the University website and their own society pages. Information to be posted there should be submitted to Student Activities Office at studentactivities@fccollege.edu.pk via email within three days after the event has been conducted. Maximum 3 pictures can be included with the submission as separate attachments and not in word file etc.

Facebook Post

Societies wishing to post notices on the University Facebook page should submit the content at studentactivities@fccollege.edu.pk via email 3 days before it is required.

Text message to students/faculty/staff

SMS messages can be sent for campus-wide distribution upon clearance from the Manager of Student Activities.

1. The message must be less than 155 characters (including spaces and punctuation)
2. Should be sent to the studentactivities@fccollege.edu.pk
3. Must be sent 24 hours before you want it broadcast
4. Your email should include information about who should receive the SMS.

Daily Buzz E-Mail

Societies wishing to share their event through the daily buzz should submit the content at studentactivities@fccollege.edu.pk via email 3 days before it is required. It will require the clearance from Manager Student Activities.

Promoting an event off-campus should not be done unless the society has received permission from the Manager Student Activities to have the event open to the public.

Sponsorships by Companies

Forman Christian College encourages societies to get their events sponsored. Society events provide an ideal opportunity to promote sponsoring company brands.

All sponsorships must be approved by the Manager of Corporate Relations. Societies must discuss the budget and the proposal with Manager Student Activities before taking approval from the Manager of Corporate Relations. Societies will ensure that any arrangements made are honest and ethical. Societies need to follow the given rules.

Submit proposal two months before the event date to Manager Student Activities through email. Therefore, if there are any changes required we can incorporate them in a timely manner and send the proposal to corporations with the maximum time to review the FCC proposal. Usually, corporations take 20-25 working days for evaluating the proposal.

The budget is a very important part of any proposal. Ensure all budget-related information is added in proposal.

- All promotional material should be displayed in that particular event area for a particular time.
- The sponsoring company will be responsible for hanging their banners and promotional material before the starting of the event and the removal of all banners and advertising material after the event end on the same day unless stated in the written agreement. All posted materials must follow the above-mentioned rules.
- Sponsors may use posters, banners, logos on tickets/passes, leaflets and brochures.
- Kiosks may be set up for one or two days prior to a major event but may not be set up at any other time.

The Advancement office may have other policies regarding sponsorships. Societies seeking sponsors must be in contact with the Manager of Corporate Relations and must follow these policies as well.

Managing Funds

Societies are eligible to apply for annual funding on-campus programs or events that may benefit and be of interest to FCCU students. All revenue and expenditures shall be processed through the Student Activities office. The accounts office does not keep track of individual societal accounts. That is done by the Student Activities Office. The Student Activities office will be responsible for collecting funds from the accounts office for reimbursement or cash advances. All societies should go through this office.

Societies can submit a ***Budget proposal*** to accomplish their planned activities, but societies are not guaranteed complete funding. Funding for society will be based on evaluating the society's requested events, submitted budget requests, presentation, available funds, and how much budget the Student Activities Office has for co-curricular activities for the next year. Presidents must come to the budget approval meeting to defend or explain the budget they requested for the next academic year activities.

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After the event or activity, the society must submit the receipts/ bills to the student activities office within three working days. Society funds should not be spent on activities that have not been approved.

The maximum single purchase should not be more than Rs.5000/- if purchased by cash.

Study Trips

All study trips must be approved by Vice-Rector and administrated by academic departments. **Student activities do not deal with study trips.**

Recreational Trips

Societies need to submit a recreational trip form from the Manager Student Activities prior to advertising for recreational trips. The final decision rests with the Chief Student Life Officer.

Approval for recreational trips must be given administratively before the trip is taken because parent consent is a matter of great concern at FCCU. The form must be completely filled out including final plans and exact numbers of students with their names and roll numbers and times and locations for planned visits. Funding for these trips should come through the contribution of the people going on the trip and not from the university.

Supervision on Study / Recreational Trips

There must be Chaperones on the trip. Chaperone must be University faculty member or senior staff member with the willingness and ability to supervise students throughout the trip. There must be at least

1 faculty or administrative staff member for each 30 University students on a trip. For the intermediate students, the ratio should be no more than 1 to 25.

At least one woman faculty or admin staff member must be on the trip if there are any women students. There should be a minimum of two chaperones on each bus or van. If there are women in the vehicle, there must be a woman chaperone as well. Chaperones will be approved by the Chief Student Life Officer.

Chaperones are responsible for supervision and discipline during the trip. This means in the vehicle as well as at the destination. Supervision may involve the chaperones sitting with the students rather than only at the front of the vehicle and may involve dividing up in restaurants or at the destination to be with the groups of the student rather than moving together as one group of adults.

Chaperones are expected to be at the designated meeting place at least 15 minutes prior to the time the students are to arrive. They should also stay at the drop-off point until all students have either been picked up or are on their way home. No chaperone should leave the trip early unless there are enough left to maintain the designated ratio.

Overnight trips carry a special responsibility and present different security issues. As such, there are some rules that apply only to these trips. All rules applying to day trips ALSO apply to these trips as well. Manager Student Activities should be kept in the loop regarding trip details. Also, in areas where security is a concern, the Head of Security should be consulted as to the wisdom of such a trip at that time.

An overnight trip must have a minimum of two chaperones for up to 24 students with a ratio of one chaperone per twelve students above that. If there are any women students, there must be a minimum of two women on the trip. For any number of women students above 12, there should be one additional woman for each 12 women. At least one of the women must fit the current Pakistani cultural standards of an appropriate chaperone for young women. If there are concerns or confusion about this requirement, please see the Dean of Students. Understanding that the University students going on these trips are generally responsible adults, there is a possibility for exceptions. Exceptions would be made on a case by case basis and would depend largely on where the trip is going, whether or not there is a

receiving organization and where the groups would be staying. It would also depend on how many if any Intermediate students are going on the trip.

For cultural reasons, there would not be an exception on the number of women chaperones as this would most certainly be a problem for the families of our women students.

Student Participation

Only students enrolled at the FCCU at the time of the trip may go. Any intermediate student going on any trip must have a permission form signed by a parent/guardian. A local guardian may sign as well providing that that person is in the university records (or hostel records) as an approved local guardian. NOC from HED is also required for intermediate trips. The permission form is available with the Student Activities Office.

Standards of Behavior

All people participating in these trips are representing the University and as such are expected to follow the rules of the University. This includes No smoking inside vehicles or rooms or while touring with the group, no consumption of alcohol (even if in a country where it is legal), and no use of drugs of any kind. No weapons, No fighting, and no culturally inappropriate behavior.

Respect for the property of the University, other students and chaperones and any vehicles used or locations visited should be demonstrated. Respect for the people around you, while you are off-campus, should be demonstrated. Nothing should be thrown from the windows of the vehicle at any time. All passengers are expected to remain seated while the vehicle is moving and follow all reasonable safety precautions. The bus driver and conductor are the authorities on this while the buses are in use. Their directions should be followed by everyone on the vehicle.

Failure to adhere to the University standards of behavior will carry the same consequences on a trip as they would on campus. In addition, in some cases, students may be banned from further trips if the behavior is considered to warrant this.

International Trips

The Student Activities Office will organize international recreational trips. Societies are not allowed to take independent international trips. International study trips should go through International Education Office.

Any student going on an international trip must have clearance from the accounts and financial aid offices. No financial assistance student will be allowed on international trips neither will students who owe money to the university will be allowed. University will not provide any funds for International Recreational Trip.

The Student Activities office should have contact information for the hotels where students are planning to stay. It is highly recommended that the group get at least one SIM card for the local country. This allows the university to contact in case of emergency as well as giving the group a way of communicating within the country. Rules regarding supervision, standard behavior, and student participation are the same as within the country trips.

Intermediate students, outsiders, and alumni cannot go on foreign trips.

Emergency Contact

Student Activities will arrange chaperones for the international trips. There will be a minimum of two chaperones for all international trips.

Someone in the University administration should be aware at all times where the group is planning to be and what time they will be returning. A record of the trip should be in the Student Activities Manager office even if it is a study or hostel trip. This is to ensure that there is a central location for contact information in case someone on the trip needs to be contacted in an emergency. If something happens to change any of the trip destinations or times, the administrative contact person should be notified immediately.

Study trips: Concerned Dean of Faculty

Recreational trips: Chief Student Life Officer

Hostel trips: Head of Residential Life

If the appropriate person is not available, any of the above can be called. If none of them are available, the Rector or Registrar can be called. A list of contact numbers for these people will be given when permission forms are turned in and approved.

Best Society Award

Best Society Award is named as Cheryl Burke Award and is awarded to any of the one societies annually. Evaluation is done by Manager Student Activities in coordination with the office staff and finalized by Chief Student Life Officer. Consideration is done on the following basis

- Annual reports of the societies
- Online event reports posts on the website
- Quality of organized events
- Quantity of successfully organized events out of annually planned events.
- Coordination among society's president, team, advisor and Student Activities Office.

Removal from Office

The impeachment process against the office bearers of society may begin for any of the following reasons:

1. Unethical conduct.
2. Failure to maintain the minimum qualification criteria.
3. Absence from two consecutive called meetings.
4. Failure to execute the stated duties of the office.
5. Promotion of outside political parties or agendas within the societies or in the campus.
6. Inappropriate use of society funds.
7. Violation of University set rules.

Only Student Activities Manager in consultation with the Chief Student Life Officer has the authority to terminate any office-bearer of the society without initiating the impeachment process.

Initiation of Impeachment:

1. Impeachment of an office bearer may be initiated by another office-bearer or by the advisor. The application must be signed by at least ten members of the society. The recommendation must be presented to the Manager Student Activities.
2. Student Activities Manager will schedule a meeting of the society and recommendation for the impeachment will be read aloud.
3. After the recommendation for impeachment is read aloud, the members will vote whether or not to move forward with the proceedings.
 - At least 50% of those present must vote for the recommendation in order for the impeachment to proceed.
 - If less than 50% vote for the impeachment, the recommendation is dropped and the process goes no further.
 - If at least 50% vote for the impeachment, an inquiry committee will be formed and charged

with investigating the allegations and then making a recommendation to the council within 7 working days.

4. The officer will be notified in writing of the meeting date and time for the impeachment proceedings at least 3 days prior to the meeting.

Formation of the Inquiry Committee:

The committee will consist of 5 members:

- a) 3 members will be from the Society.
- b) 2 members will be from outside the Society.

Impeachment of an officer:

1. In the case of an officer being impeached, the accusations will be stated in the presence of the officer.
2. The meeting will be run by the highest-ranking officer.
3. The chairperson of the inquiry committee will be asked to state whether or not they have found sufficient evidence to move forward with the impeachment process.
 - i. If the inquiry committee decides that there is not sufficient evidence to move forward with the impeachment process, the charges will be dropped and no vote will be taken.
 - ii. If the inquiry committee finds that there is sufficient evidence to move forward with the impeachment process, the findings and recommendations will be read aloud.
4. The officer will have the opportunity to defend himself or herself against the stated charges.
5. Members of the society will have the opportunity to question both those bringing the recommendation and the officer being impeached.
6. Following the question and answer period, a ballot vote will be taken.
7. The officer will be removed from office if at least 2/3 of those present vote for removal. If the vote for removal is less than 2/3, the officer retains his or her position.

Vacant Positions Being Filled

- A. In the event that the president leaves office prior to the end of the term of office, the vice president will become president.
- B. For all other vacancies, president and advisor will select the office bearers.
- C. In case if the vice president is unavailable to become president then an election will be held for the position of president within the present executive council.