

CLUBS AND SOCIETIES POLICY PAPER

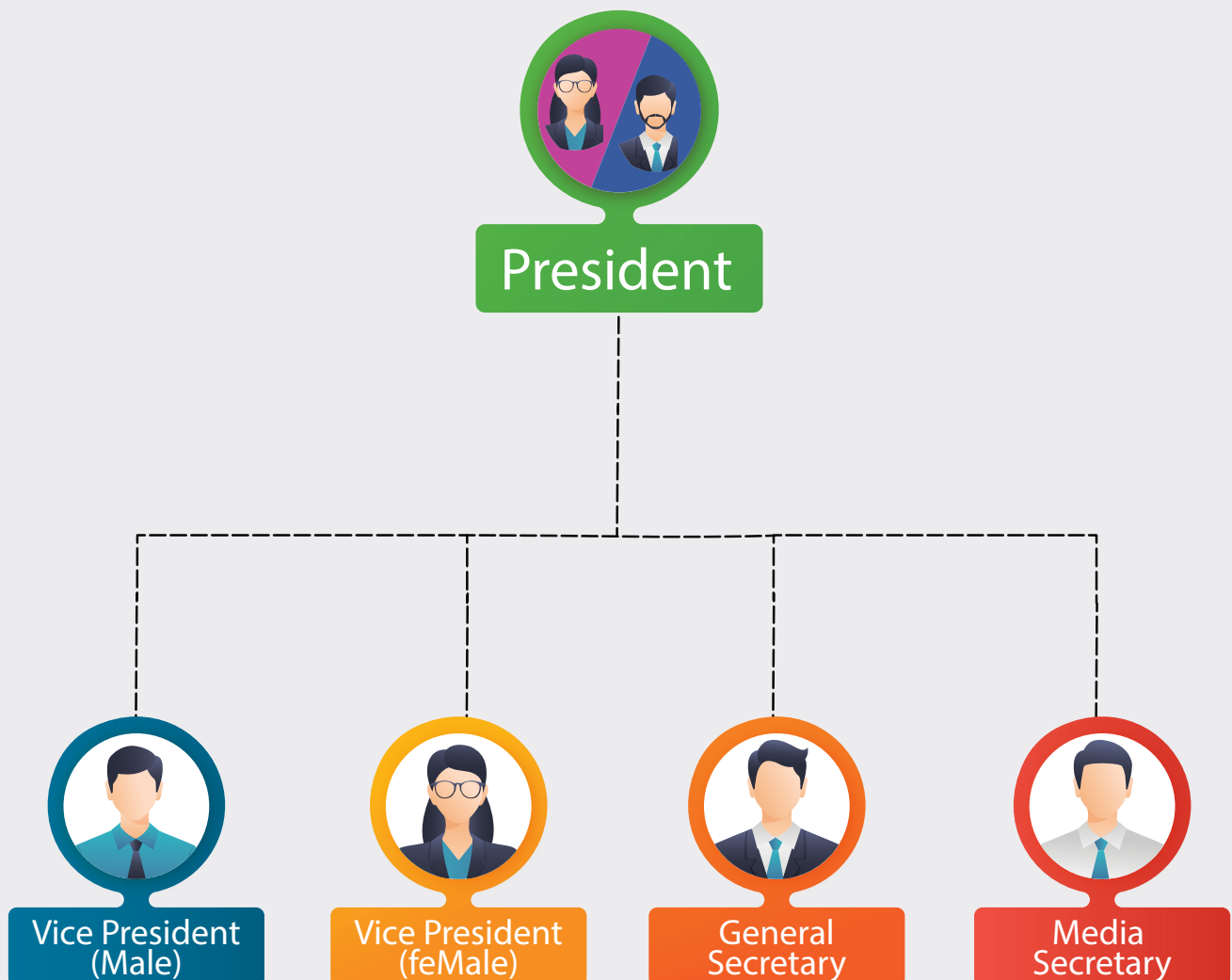


Office of
Participant Affairs

Executive Body:

► The Executive body is a standing committee of every club/society. It coordinates the efforts of various programs and is generally responsible for the effective functioning of the club, including its monitoring and operations for the tenure of one year.

Executive Body Structure:



Selection Process of Executive Body:



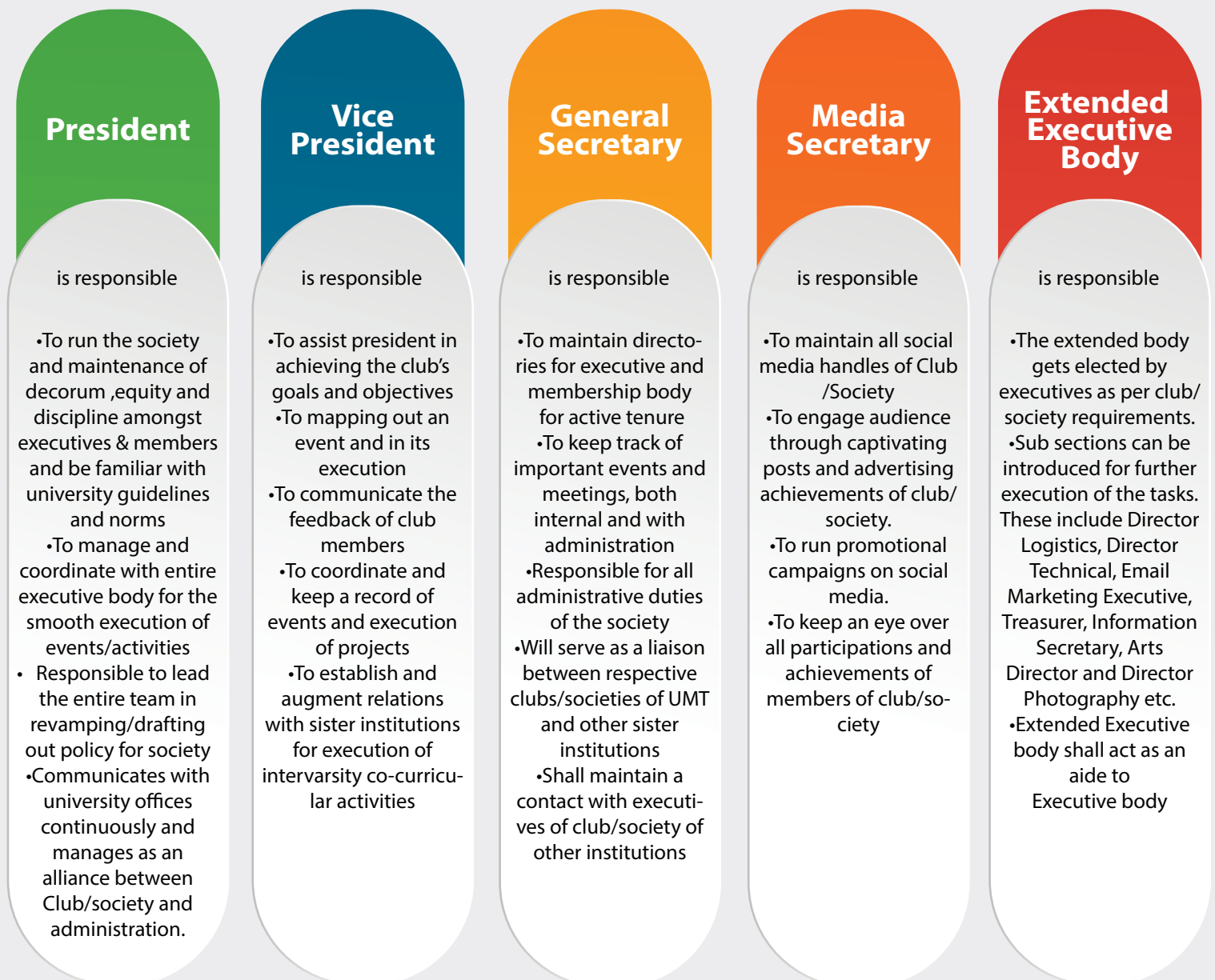
Eligibility Criteria:

- ▶ All the students have the equal right to apply for the executive council but preference will be given to those who possess a good fit pre-requisite. This allows newbies to avail an equal opportunity along with old members.
- ▶ Outgoing executive council has the right to nominate the upcoming team. Members of the club/society applying for executive council will be nominated after extensive interviews by the president based on their performance throughout the academic year.
- ▶ The final selection of executive council will be done by OPA.
- ▶ Maintaining a minimum CGPA of 2.5 is required for students to take executive positiona in the club however exceptions may be made due to the circumstances
- ▶ In case of stepping down of any executive member, the relevant executive or president must notify the OPA in writing, and a new successor will be elected by the existing members and OPA.
- ▶ A warning letter, in the form of an email, will be issued to the any non-performer executive member from the president and same goes for the President for not fulfilling the cause of the society. Usually three warnings are given to the executive member before final termination.
- ▶ OPA has the official right to terminate the tenure of the executive council that's held accountable for rule-breaking, misbehaving, working against society's mission, or not fulfilling requirements, and breaching the Code of Conduct.

Approval Process for any event:

- ▶ Sole purpose of OPA is to provide a platform to the students where they can implement and materialize their ideas into reality. To transform their dreams into reality, the specific club/society needs to submit a proposal for a significant activity/event/seminar/participation.
- ▶ OPA lead reviews the proposal and gets it approved.
- ▶ For any high-impact mega scale event that require a large budget, approval from higher authorities is mandatory.
- ▶ For routine activities Office bearer ought to submit proposal at least 3 working days before the activity, where as in case of mega events proposal must be submitted 4 weeks prior to the execution day.

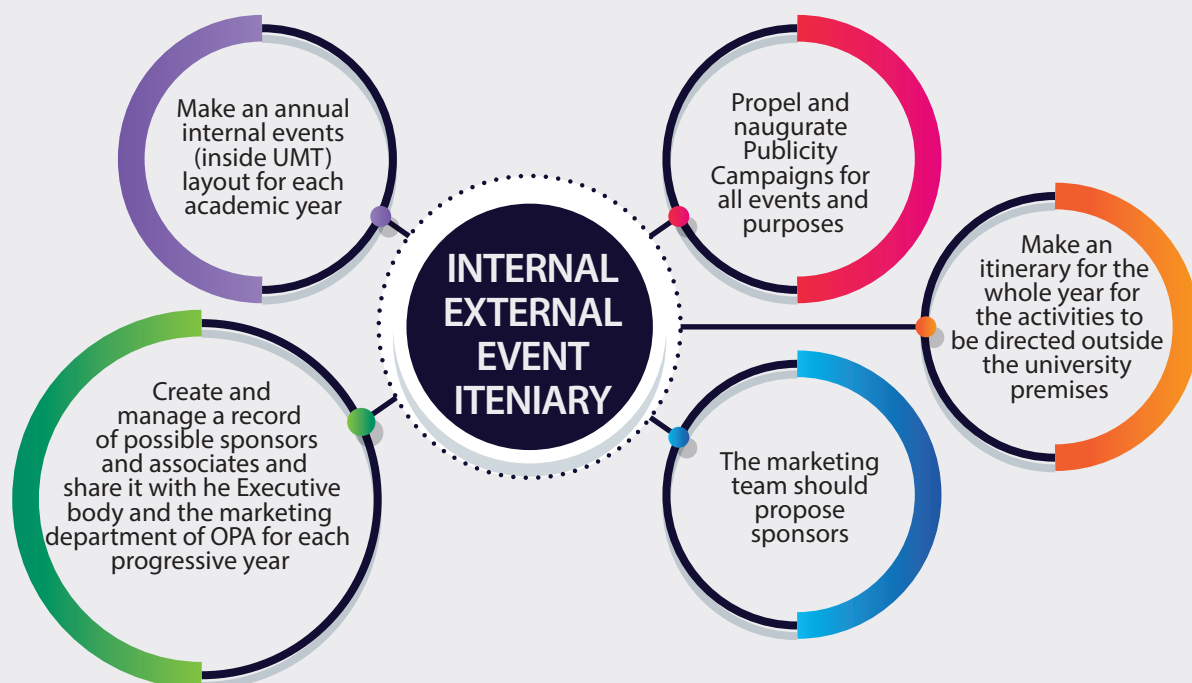
JD's of the Executive Body:



Note: Jd's of the executive council is not confined to the above mentioned clauses. Additional tasks may be assigned by Management.

Amendment Policy:

- ▶ Amendments to this constitution can only be done by the Executive body with the consent of at least three members of the body, which will further be approved by the Head of OPA and the OPA Co-Curricular Activities Office



Membership Guideline:

- ▶ Orientation marks the very beginning of new academic session. OPA displays stalls for all clubs and societies, thus provides a mega scale exposure to newcomers.
- ▶ In orientation, fresh comers are invited to apply for membership in their preferred society as per their inclination towards a society. A student can join more than one society as well.
- ▶ Other than grand orientation, all the participants are welcomed to join OPA any time throughout the year.
- ▶ Societies/Clubs display often set desk at various locations in university, thus allowing students to join society.

Membership Eligibility Criteria:

- ▶ Only the active students currently studying in UMT are applicable for membership
- ▶ To join any club/society interested participants fill in the membership form
- ▶ Applications will get considered according to participants' diligence, dedication, expertise in the required task, and ability to handle liability.
- ▶ Students will generally get interviewed based on their participation and accolades that they have brought home.

Grievance Management/Termination:

- ▶ All issues pertaining to any member will be handled by the executive body of the club with view to find amicable solution. If however, executive body fails to reach any solution then the issue has to be brought into the notice of OPA through written email at opa@umt.edu.pk. OPA will decide on implementing a notification, suspension, or termination to the respective member/group of members/volunteer.
- ▶ All the clubs and societies are under the management of OPA and OPA always loves to facilitate its members with a smile enabling the participants to serve with passion while considering UMT norms and policies. Therefore, incident report must be given first to OPA without exception. The decision taken by OPA shall be final and binding without any exception. OPA reserve the right to forward any case to DSC.
- ▶ If any student is found involved in any disciplinary issue, then OPA holds the right to cease the participant's representation/participation through OPA platforms.