



—C TAKKRAR C—

UNIVERSITY OF MIANWALI DEBATING SOCIETY

**THE CONSTITUTION OF DEBATES
UNIVERSITY OF MIANWALI**

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PREAMBLE

Whereas the Debates at University of Mianwali (“TAKKRAR”) Society shall serve as the sole debating society in the University of Mianwali (“UMW”);

Whereas the mandate of “Debates” includes all formats and styles of Parliamentary Debates;

Whereas TAKKRAR operates under the domain of the UMW Co-Curricular Activities Office, Vice Chancellor office and under the guidance of the UMW Students;

Whereas TAKKRAR is supervised and led by a Patron exclusive to TAKKRAR;

Whereas this Constitution is upheld by the Executive Council;

Whereas TAKKRAR will operate in a manner respectful of the traditions and honor of UMW and in a way to positively represent, uphold and further the name and associated prestige of UMW;

Whereas TAKKRAR will be a meritocratic society and will not discriminate against anyone on the basis of caste, color, creed, race, ethnicity, sect, religion, gender, nationality, financial situation, sexual orientation, disability, age, marital status or political affiliation;

Whereas TAKKRAR will operate as a non-profit society;

We, the members of TAKKRAR;

Conscious of our role and responsibility in, and our duties towards, the Society;

Cognizant of the mission statement, code of conduct and rules and regulations of UMW and TAKKRAR;

Seek to unite students interested in the field of debates in good fellowship;

Seek to advance the standard of debates within UMW;

Seek to ensure freedom of information and the protection of student rights within UMW;

Seek to create opportunities for students interested in the fields of debates;

Dedicated to a spirit of social responsibility;

Do hereby agree to abide by and uphold this Constitution.

Article I: Name and Purpose

1. The name of the Society shall be ‘Debates at UMW’; hereafter referred to as ‘TAKKRAR’.
2. This Society is a non-governmental, not-for-profit, student run organization which seeks to:
 - a) Encourage individuals to come forth and provide them with a base of operations to improve their debating and leadership skills;
 - b) Promote the learning of debates and speaking through professional lectures, camps, workshops, and debate tournaments with other universities or with in university;
 - c) Encourage unprofessional speakers to bring forth their talent, providing exposure to them through various debating events, competitions and trips;
 - d) Provide individuals the exposure of planning, managing and arranging both small and large scale events to introduce and enhance skills relevant to event management, exhibition set-up, corporate sponsorships and leadership;
 - e) Advance the standard of debates within the UMW community;
 - f) Create discourse on matters of social and public importance within the UMW community;
 - g) Create teams for events relevant to the fields of debating at both local and national levels.

Article II: Structure

1. TAKKRAR shall operate under the following structure, in hierarchical order:
 - a) The Patron;
 - b) The Executive Council;
 - c) The Extended Council and Society Officers;
 - d) The General Body.
2. TAKKRAR shall operate as an extra-curricular society at UMW, under the guidance of the VC, QEC and other related UMW administrative offices, in conjunction with the UMW Students.

Article III: Patron

1. TAKKRAR shall operate under the guidance of a Patron such that they:
 - a. Are a member of the UMW Faculty;
 - b. Shall solely be the Patron of TAKKRAR and no other society;
 - c. May direct the activities of TAKKRAR as they deem fit;
 - d. Shall reserve the final say on any matter, including arbitrating on any matter of conflict that may arise amongst the Executive Council, vetoing any decision made by the Executive Council or hearing any appeal made against any decision of the Executive Council;
 - e. May remove any member from any position if they deem it necessary

Article IV: Executive Council

A. The Composition of the Executive Council

1. The Executive Council of TAKKRAR shall comprise of the following positions:
 - a. The President;
 - b. The Vice-President;
 - c. The Treasurer;
 - d. The General Secretary.

B. Selection Criteria of the Executive Council

1. Not with standing anything contained in this constitution, members of the Executive Council must fulfill and meet criteria for office bearers of any such society, this includes academic qualifications, restrictions based on disciplinary records and other such criteria as communicated by the VC sectariat and UMW administration.
2. The positions of Executive Council are open only to members of TAKKRAR.
3. Only Second year, Third year and Fourth year students, who will achieve the status of Third year, Fourth year and Fifth year students, respectively, at the start of the following Fall Semester, may apply for the Executive Council unless there is unanimous agreement by the outgoing Executive Council regarding the need to disregard this rule.
4. The final selection of the new Executive Council is made by the Outing-Going Executive Council such that all efforts are made to come to a unanimous agreement, in

the event a unanimous agreement is not reached despite all efforts the following hierarchy of methods is to be used to come to a decision:

- a. The President and Vice President should come to an agreement;
- b. A simple majority of the panel should come to an agreement;
- c. The President may decide on their own treaty.

C. The Selection Panel

1. The Executive Council shall be appointed by a panel comprising of the out-going Executive Council, where it is recommended that the panel invite at least one member of a previous Executive Council to become a part of the selection process as an advisory member.
2. In the event any member already part of the outgoing Executive Council reapplies for the new Executive Council they shall not be a part of the selection panel to avoid any conflict of interest.
3. The Patron shall be informed of the interviews by the out-going President and the Patron may choose to be present during the interviews upon their entitlement.

D. Interviews

1. Interviews for the selection of the Executive Council shall be held at least thirty days prior to the end of the academic year.
2. Interviews will be conducted on the basis of applications sent out to those eligible for the post.
3. There will be no short-listing amongst the applications received.

E. Vacancies

1. In the event that any member of the Executive Council resigns, is removed from their position, or in case of permanent vacancy for whatever reason the following procedure shall be followed:
 - a. If the position of the President is vacant the Vice President takes over as President, the General Secretary takes over as Vice President and a new General Secretary is selected;
 - b. If the position of Vice President is vacant the General Secretary takes over as Vice President and a new General Secretary is selected;
 - c. If the position of Treasurer or General Secretary is vacant a new Treasurer or General Secretary, depending on the vacant position, is selected.

2. To fill the vacancies the Executive Council of the time will, through the interview process outlined in Article IV, Part D, titled “Interviews”, select a suitable candidate fulfilling the criteria and following the method outlined in Article IV, Part B, titled “Selection Criteria of the Executive Council”.
3. It is heavily recommended that the Executive Council invite and include at least one member of the preceding Executive Council in the selection process.
4. It is the responsibility of the Executive Council to fill any vacant position as soon as logistically feasible.
5. In the event an Executive Council position is temporarily vacant or an Executive Council member is unavailable for whatever reason the following shall be done:
 - a. In the event the President is temporarily unavailable or their position is temporarily vacant the Vice President may hold both the office of Vice President and President for that time period.
 - b. In the event the Vice President is temporarily unavailable or their position is temporarily vacant the General Secretary may hold both the office of Vice President and General Secretary for that time period.
 - c. In the event the General Secretary or Treasurer is temporarily unavailable or their position is temporarily vacant the President may hold both the office of President and General Secretary/Treasurer for that time period.

F. Powers and Responsibilities

1. The Executive Council is the sole student authority enabled to make decisions for and on behalf of the society as their representatives, provided they are made in good faith.
2. Not with standing anything contained in the previous Articles, the Executive Council shall reserve the final say in all matters of the society, except where stated otherwise in the constitution.
3. The Executive Council shall, collectively and individually, ensure the upholding of this constitution.
4. On matters where the constitution is silent, the Executive Council shall respond to any given issue based on precedent; in case no precedent is available, the Executive Council shall make decisions judging the situation to the best of their ability.

5. All members of the Executive Council shall conduct themselves as role models for the society members, and shall present themselves in a manner representative of the values of TAKKRAR, including, but not limited to, the qualities of honesty, integrity, justice, discipline, professionalism and approachability.
6. The Executive Council shall through a selection process such as that of conducting interviews appoint the Extended Council, Society Officers and the General Body.
7. The Executive Council shall organize at least one Urdu and one English Parliamentary Debate tournament along with at least one intra-varsity tournament.
8. The Executive Council shall promote the holding of and overlook the effective execution of all events relevant to debates.
9. The Executive Council shall conduct a free, fair and an accessible selection process for the creation of international teams to represent the university and TAKKRAR.
10. The Executive Council shall decide when to schedule interviews, selection process, trials, and events for any matter relating to TAKKRAR.
11. The Executive Council shall, where needed, make temporary but necessary appointments for the efficient running of the society or the successful execution of an event.
12. The Executive Council shall appoint a new Executive Council to succeed them in a timely manner through the process outlined in Article IV, Part B, titled “selection criteria of the new Executive Council”.

G. The President

1. The President, after the patron, shall act as the foremost representative and leader of TAKKRAR and be the direct superior of every post in the society including those of other Executive Council members.
2. The President must have experience within the society .
3. The President may not reapply for the Executive Council position once the applications open.
4. The President, in addition to any other duties and obligations mentioned in the constitution shall:
 - a. Provide an overall vision for TAKKRAR;

- b. Provide, in consultation with the Executive Council, an executable plan for this vision;
- c. Preside over the Executive Council sessions, with at least one review meeting per month;
- d. Cooperation with the Patron and keep them apprised of developments in the Society;
- e. Supervise and aid the overall functioning of TAKKRAR, including, but not limited to:
 - i. UMW Inter -Varsity;
 - ii. UMW Olympiad;
 - iii. The Host Team;
 - iv. Finances of the society;
 - v. Any special project that is initiated;
 - vi. TAKKRAR national Participation;
 - vii. Induction of new Members;
 - viii. UMW Intra-Varsity;
 - ix. Quarterly Debates;
- f. Reserve the right to be updated, upon their request, regarding any society activity by the relevant office bearer;
- g. Serve as the central repository for all TAKKRAR Documents;
- h. Reserve the right to call a meeting of the Executive Council as and when they may deem fit;
- i. Initiate all projects and pass all budgets in mutual agreement with the Treasurer;
- j. Represent TAKKRAR on all local and national debate councils and bodies;
- k. Finalize all national or local guests for any event organized by TAKKRAR;
- l. Act as the convener for any and all events hosted by TAKKRAR however, they may appoint another individual to fulfil this responsibility where required.

H. The Vice President

1. The Vice President must have experience within the society .
2. The Vice-President, in addition to any other duties and obligations mentioned in the constitution shall:
 - a. Assist the President in all matters relating to the society;

- b. Ensure, with the President, that all UMW policies are followed through in all TAKKRAR events;
 - c. Establish liaisons with the administrative and marketing divisions of UMW;
 - d. Act as President in case the President is unable to attend to any issue at hand.
 - e. Initiate all projects and pass all budgets in mutual agreement with the President, General Secretary, and the Treasurer;
 - f. Be responsible for the effective performance of all tasks under Society Officers.
3. The Vice President shall be responsible for the effective performance of all tasks under the Projects Department and shall be answerable to the Executive Council regarding its performance and activities.

I. The Treasurer

- 1. The Treasurer must have experience within the society.
- 2. The Treasurer, in addition to any other duties and obligations mentioned in the constitution shall:
 - a. Create the annual TAKKRAR budget, on the advice of the Executive Council, to be approved by the President, including the budget for:
 - i. UMW Inter-Varsity;
 - ii. UMW Olympiad;
 - iii. Subsidies for International Tournaments;
 - iv. Any other event/activity initiated throughout the Academic year;
 - v. National judges;
 - b. Be responsible for handling the finances of the society;
 - c. Keep accounts of all receipts, incomes, and expenditures;
 - d. Be responsible for generating a budget once an event is proposed;
 - e. Be responsible for getting budget approvals from the Patron and the Accounts Office;
 - f. Coordinate with the Accounts Office and Co-Curricular Office for petty cash;
 - g. Be responsible for maintaining transparency and keep a track of the flow of money;
 - h. Ensure that all members have paid their dues;
 - i. Generate a profit-loss statement for every event;
 - j. Secure sponsorships for events organized by TAKKRAR or teams representing TAKKRAR.

3. The Treasurer shall be responsible for the effective performance of all tasks under the Logistics Department and the Marketing and Finance Department and shall be answerable to the Executive Council regarding their performance and activities.

J. General Secretary

1. The General Secretary must have experience within the society .

2. The General Secretary, in addition to any other duties and obligations mentioned in the constitution shall be obliged to:

Keep all records of meetings held both within the society and those with administration;

b. Maintain a membership directory of Executive, Extended Councils, and the General Body for current year;

c. Disseminate information/decisions made by the Executive Council to all the members of the Society;

d. Shall maintain a checklist of operations, to be gone over by every office-bearer prior to any event;

e. Uphold the constitution and ensure that all members of the Executive Council abide by it;

f. Create new affiliations and strengthen or maintain relationships with existing ones;

g. Create and maintain an Alumni Database;

h. Create and maintain a Society Database;

i. Gather feedback through a Feedback Form at the end of the academic year;

j. Assume the duties of the Vice-President when required to do so.

3. The General Secretary shall be responsible for the effective performance of all tasks under the Human Resource, Media and Promotions, and Registration and Public Relations Departments, and shall be answerable to the Executive Council regarding their performance and activities.

Article V: The Extended Council

Structure and Eligibility Criteria:

UMW Society Honorable Judges and content writers:

1. The Extended Council will be structured along the following hierarchy:

a. English content writer;

b. English debate judge.

- c. Urdu content writer;
- d. Urdu debate judge
- 2. They must be serving members of TAKKRAR.
- 3. All other extended council work and obliged with Honorable Judges of the society.

Society Officers:

- 1. The Debate Officer, in addition to any other duties and obligations mentioned in the constitution shall be obliged to:
 - a. Plan, organize and lead the debate camps throughout the year, they may delegate the management of a different format or language camp to someone who may be more suited to fulfill that part;
 - b. Devise a fair and workable mechanism to select debate teams competing at local or national debate tournaments in consultation with the Judges;
 - c. Be responsible for making sure that all teams that participate in events fulfill the eligibility criteria set by the Co-Curricular Activities Office (CCA) and the Office of Student Affairs;
 - d. Ensure that all teams that participate in any tournament are approved by the QEC office;
 - e. Arrange, in collaboration with all relevant departments and the Executive Council, the trials for international tournaments:
 - i. This may include but is not limited to creating a proposal for the trials, reaching out to potential applicants;
 - ii. They must adhere to the specific requirements for such international trials set by Article VIII of the constitution;
 - f. Select, in consultation with the President and the Vice President, a panel of judges for the purposes of trials for national tournaments;
 - g. Organize, the UMW Intra-Varsity at the start of the fall semester such that it is inclusive for newer participants;
 - h. Recommend and assist the Convenor/President in the creation of the judgment core for The UMW Inter-Varsity or any other debate tournament being hosted by TAKKRAR;
 - i. To be judged by the following eligibility and selection criteria when appointed by the Executive Council:
 - i. Debate merit, skill, and knowledge;

ii. Overall contribution to TAKKRAR, particularly their assistance with the organization of debate activities within the society.

Equity Officer

The Equity Officer shall be responsible for:

- a. Adhering to all to directives and rules concerning equity set by the Co-Curricular Activities (CCA) office, the Office of Accessibility & Inclusion, the Office of Student Affairs (OSA) and any committee or office set up by the university;
- b. The formation of the equity policy, in line with the policies present within this document, for all TAKKRAR debate events, as well as internal operations of the society including but not limited to trials and debate camps;
- c. Selecting and training an equity team for each specific TAKKRAR tournament that will enact and enforce the official equity policy;
- d. Establishing a formal complaint system, both anonymous and otherwise;
- e. Conduct an equity briefing for the society at the start of the academic year and/or whenever required to communicate equitable conduct;
- f. In consultation with the Executive Council, drafting a code of conduct within which the equity team and officer should operate for any given TAKKRAR event.

Departments and Mandates:

1. The Projects Department shall:
 - a. Draw up a timeline for the annual calendar with regards to all events that fall under the Projects Department's purview;
 - b. Organize:
 - i. Panel Talks (Quarterly Debates) by faculty members and/or external speakers on a host of important social, political, culturally relevant issues;
 - ii. Student-Faculty Debates;
 - iii. Any other engagement activity that does not fall within the domain of another department;
 - c. Gain approval for relevant events in a timely manner by collaborating with the logistics department or otherwise;

d. Come up with new and innovative ideas for events geared at creating awareness and generating discourse on various issues.

2. The Human Resource Department shall:

- a. Come up with and implement creative ideas for activities aimed at keeping the Directors, Assistant Directors and Team Members motivated, ice breaking to help the Extended Council members get to know each other;
- b. Understand the job descriptions of other departments in order to assist them.
- c. Create and maintain a database of all society members (including current General Body and Alumni);
- d. Arrange meetings and keep a record of the attendance of all members present;
- e. Plan and implement ideas to encourage and ensure attendance at society meetings, camp sessions and events;
- f. Organize task-forces or otherwise to cater to the needs of any event being hosted by the society and to also assist participants;
- g. Ensure all departments are meeting regularly and adhering to timelines;
- h. Actively maintain contact with General Body and relay important information to society members via texts and/or emails;
- i. Keep track of work being accomplished by members of the society, ensure that due appreciation is given to such members and other members are also made aware of it;
- j. Encourage a sense of community within the society;
- k. Collect feedback from members after each event so that relevant concerns can be known and resolved;
- l. Set-up means to receive and process complaints from members of the society on matters that do not concern equity.

3. The Logistics Department shall:

- a. Focus on planning and implementing the logistical requirements of all TAKKRAR events;
- b. Direct and provide day to day leadership, management, and guidance regarding all logistical activities within TAKKRAR;

- c. Manage the procurement, tracking and reception of materials required by all TAKKRAR departments at all events;
- d. Keep track of leftover inventory, i.e. its quantity and its place of storage;
- e. Make sure all procurement indents are first approved by the Treasurer, maintain copies of all procurement indents submitted to the UMW Procurement Department;
- f. Aid in developing and managing the TAKKRAR yearly budget and all related forecasting and planning activities, in consultation with the Treasurer;
- g. Anticipate and resolve any unspecified and unforeseen scenarios, problems or work increases that may arise during the any TAKKRAR events, by creating a contingency plan with the Treasurer;
- h. Ensure the existence, maintenance, and functioning of an adequate system of internal controls in order to limit the yearly TAKKRAR spending, so as to avoid wastage of resources;
- i. Coordinate with the Treasurer for all administrative issues;
- j. Assist all relevant departments in setting up the TAKKRAR stall for Orientation Week or otherwise;
- k. Given appropriate information, be responsible for the timely reservation of auditoriums and approval of events;
- l. Where applicable, make arrangements for accommodations for outstation participants;
- m. Maintain a cordial and workable relationship with the CCA office.

4. The Marketing and Finance Department shall:

- a. Function in direct coordination and collaboration with the Treasurer;
- b. Design and implement a comprehensive annual marketing plan for TAKKRAR;
- c. Establish a marketing budget, in consultation with the relevant Executive Council members and deliver all marketing activity within the agreed budget;
- d. Create and maintain a marketing database that shall include client and prospect information, both recent and accumulated from previous years;
- e. Maintain and develop current and potential strategic partner relationships within the Corporate Sector and otherwise, in order to secure support for various TAKKRAR projects;

- f. Assure that all corporate sponsors are responsibly stewarded for their support and that strong relationships are maintained;
- g. Liaison and network with a range of stakeholders including schools, TAKKRAR members and Alumni, institutions and donor and partner organizations in order to source and secure sponsorship for TAKKRAR events;
- h. Coordinate with the UMW Marketing Department and the Marketing Department of the particular company or agency in the eventual stage of finalizing the terms of the Memorandum of Understanding;
- i. Communicate material to the UMW Marketing Department to publicize on the UMW website;
- j. Create event specific and yearly budgets and income statements, and also budget forecasts for outstation participation.

5. The Media and Promotions Department shall:

- a. Find innovative ways of publicizing TAKKRAR, particularly through social media;
- b. Inform local and foreign media, electronic, print, radio, television or otherwise, about the TAKKRAR society events and prepare formal invitations for any guest;
- c. Approach media groups and secure non-exclusive media partnerships and sponsorships, electronic, print, radio, television or otherwise, and try and engage them for a year-round partnership if possible, along with coordinating external media coverage during any TAKKRAR event;
- d. Develop promotional online advertisements and videos to be placed on the TAKKRAR website and social media;
- e. Develop, promote, and maintain the official TAKKRAR social media platforms, including the Facebook page, Twitter handle and Instagram page in consultation with the TAKKRAR Executive Council;
- f. Ensure media coverage of all TAKKRAR events;
- g. Manage and create social media channels;
- h. Make sure they are regularly updated;
- i. All queries are promptly answered;
- j. Put up posters in most Lahore schools and colleges, try to send posters to other cities and make promotional videos and presentations;

- k. Plan and implement an Interest Activation Strategy (including but not limited to use of teaser videos, posters, promotional ads) leading up to any TAKKRAR event;
- l. Have an on-event plan which shall enable the Department to:
 - i. Create a TAKKRAR media presence;
 - ii. Ensure regular and extensive coverage of all events.

6. The Registrations and Public Relations department shall:

- a. Have sound knowledge of institutions participating regularly in the event and work alongside Director Debates, Declamations and Projects to ensure the usual institutions are participating;
- b. Present a strong plan on how to attract new institutions to the event and plan on approaching institutions all over Pakistan including but not limited to;
- c. Have sound knowledge of the procedural work of making and designing a registration portal;
- d. Must make a registration portal for UMW Inter-Varsity or any other TAKKRAR debate competitions, and recommend the registrations fee to the Executive Council;
- e. Manage all the registrations for UMW Inter-Varsity or any other TAKKRAR debate competitions, including updating the data base, contacting teams for various updates, sending out invitations to institutions and communicating registration deadlines;
- f. Set up and manage the registration desk at UMW IV or any other TAKKRAR debate competitions;
- g. Create informational content to make the registration process easier;
- h. Create and communicate appropriate registrations data to assist the logistics department to facilitate campus entry and the tabulation team to create accurate tabs;
- i. Create affiliations with other debate societies;
- j. Create reports to communicate all registration data to the Executive Council.

Article VI: General Body

- 1. The General Body will comprise of all members of the society, including The Executive Council, The Extended Council, Society Officers and Team Members.
- 2. The general body members must be students at UMW.
- 3. The general body members will be inducted by the Extended Council and overseen by the Executive Council.

Article VII: Recruitment

1. Members of TAKKRAR shall be inducted at the beginning of the academic year in the Fall Semester.
2. Members shall be inducted through application forms, walk-in interviews, or performance in society events, this decision will be made by the Executive Council chosen for that year.
3. The Executive Council may determine the number of people needed to fulfill the society functions for the upcoming year.
4. Once inducted, a member shall remain part of TAKKRAR, though depending on their performance, may have to renew/reconfirm their membership, at the Executive Council's discretion.
5. All members are expected to uphold and exhibit the highest standards of integrity, honesty, discipline and professionalism in their dealings amongst themselves, regardless of their position within the society, and with students, societies, bodies or organizations outside of TAKKRAR, both within and outside of UMW.
6. All members:
 - a. Reserve the right to be informed of:
 - i. The TAKKRAR Constitution and any amendments thereof, if made;
 - ii. TAKKRAR society events, once they have been approved and finalized by The Executive Council and the CCA;
 - b. Are expected to actively participate in all society events.
7. A member may resign from TAKKRAR through a formal application to this effect, addressed to and approved by the General Secretary, on advice of the President, who may file this with the Patron.

Article VIII: International Participation

A. Trials

1. When TAKKRAR is participating at an international debate tournament or any other international event where team slots and/or space is limited, selection must:
 - a. Take place through open, transparent, competitive, and fair trials;

- b. A selection panel must be appointed based on their debating and adjudicating (or relevant equivalent in the field) skill to judge the trials; the selectors must not be competing for a spot on the TAKKRAR team in the final stage of selection.
- 2. In case, competitive trials cannot take place due to lack of time, permissions or other such circumstances, selection may:
 - a. Be based on a qualitative and quantitative application process judged by a qualified panel as mentioned in 1.a;
 - b. Be based on performance in a previously held trial process:
 - i. This option may only be exercised if a trial process is announced to be one for multiple events prior to its inception;
 - ii. If it is a trial process within the same academic year of the selection, trial processes from the past even if matching the criteria of 2.b.i cannot be used.

B. Affirmative Action

- 1. In the case where an international tournament/event in which TAKKRAR is taking part has an affirmative action policy, the selection process must make room for it.
- 2. In cases of an international tournament where an affirmative action policy does not exist, TAKKRAR recognizes that debating and many such activities are male dominated and must be made more inclusive and thus mandates 1/3rd of the total speaking members (or participating in a non-debate equivalent event) must be women/non-cis males.

C. Subsidies and Participation

- 1. The Executive Council must devise a policy to reward individuals for their contributions to the successful and efficient functioning of the society with respect to international participation while also balancing the competitive success of TAKKRAR internationally, which may look like but not limited to:
 - a. Allocating non-speaking slots in a varied manner;
 - b. Creating contingents for different international events (such as non-regional tournaments/events) based on contribution.
- 2. In recognizing the need to make international participation more accessible, where funds are limited, TAKKRAR must allocate subsidies for international participation based on financial need as the first and foremost priority.

Article IX - Equity Policy

A. Purpose

1. Any equity matters must be dealt according to the rules and regulations set by the VC secretariat and Co-Curricular Activities (CCA), the Office of Inclusion and Accessibility and the UMW Sexual Harassment Committee, and in no way can encroach on their mandate and power.
2. The TAKKRAR Equity Policy aims to create within the society, for all members, an environment free from discrimination, harassment, bullying and vilification, and which fosters equity, inclusion and respect for diversity.
3. This policy explains what conduct is prohibited and outlines the procedures for raising complaints when members feel that their equity has been breached.

B. Principles

1. All members are to be made safe, welcome and respected as far as reasonably possible.
2. Any complaints of breaches of equity are taken seriously and due process afforded to all parties during any investigation.
3. Complete confidentiality to be maintained pertaining to all aspects of a complaint.

C. Scope

1. The Equity Policy applies to all members of TAKKRAR, including but not limited to:
 - a. The General Body;
 - b. The Extended Council and Society Officers;
 - c. The Executive Council.
2. The policy also applies to all attendees of any training camps and events being organized by TAKKRAR, including but not limited to:
 - a. Speakers;
 - b. Observers;
 - c. Adjudicators;
 - d. Trainers;
 - e. Camp Managers.
3. Standards of conduct apply in all interactions relevant and pertaining to the society.

4. Specific equity policies may be drafted for competitions hosted by TAKKRAR, the equity policy should be made available to all participants and host team members of the tournament.

5. This policy applies to physical as well as cyber spaces, where relevant.

D. Prohibited Conduct

1. The following behavior by any member of the society is strictly prohibited:

- a. Badgering: any persistent disruption towards a speaker during the course of their speech is considered as badgering, for example, if in a debate, a POI has been offered to a speaker and rejected by them, another POI should not be offered within the next fifteen seconds by any debater, persistently breaching this rule, i.e. continuously offering points of information to a speaker in quick succession, is known as barracking or badgering, this is not permitted, as it is disruptive to the debate and unfair to the speaker;
- b. Bullying: repeated, unreasonable behavior by an individual or group, directed towards another individual or group that intimidates, offends, degrades, humiliates, undermines or threatens, this includes pressuring another person or group of people to do something that they are uncomfortable with;
- c. Direct Discrimination: unreasonably treating an individual or group less favorably than another individual or group on the basis of a protected attribute in the same circumstances or circumstances not materially different;
- d. Indirect Discrimination: unreasonably imposing, or proposing to impose, a requirement, condition or practice that has, or is likely to have the effect of disadvantaging an individual or group with a particular protected attribute, and which is not reasonable in the circumstances;
- e. Harassment: any unwelcome, offensive, abusive, belittling or threatening behavior that humiliates, offends or intimidates an individual or group on the basis of a protected attribute;
- f. Sexual harassment: any unwelcome sexual advance, request for sexual favors or any other unwelcome conduct of a sexual nature that humiliates, offends or intimidates a person and which a reasonable person, having regard to all the circumstances, would anticipate making the person humiliated, offended or intimidated;

- g. Victimization: causing detriment to a person because that person has made a complaint or taken part in complaints proceedings under this policy;
 - h. Vilification: the public incitement of hatred, contempt or severe ridicule of another individual or group on the basis of a protected attribute.
2. The conduct above relates to protected attributes, which are listed below, where reference is made above to a protected attribute, this includes imputed or perceived protected attributes, and association with a person or persons with a protected attribute such as:
- a. Age or age group;
 - b. Debating ability or institutional affiliation;
 - c. Disability (including but not limited to past, present and future disabilities, a genetic predisposition to a disability and behavior that is a manifestation of a disability);
 - d. Gender Identity (the gender-related identity, appearance or mannerisms or other gender related characteristics of a person, including but not limited to how people express or present their gender and recognizing that a person's gender identity may be an identity other than male or female);
 - e. Infectious disease (for example, HIV status);
 - f. Language Status or proficiency (for example, speaking with an accent);
 - g. Marital or relationship status;
 - h. Political affiliation or beliefs;
 - i. Race, color, descent, national or ethnic origin, or ethno-religious background;
 - j. Religious affiliation, belief, views or practice;
 - k. Sex or Intersex status;
 - l. Sexual orientation;
 - m. Sexual practices or experience (for example, previous partner(s) or lack thereof);
 - n. Socio-economic status and background;
 - o. Any other attribute where discrimination:
 - i. Causes or perpetuates systemic disadvantage;
 - ii. Undermines human dignity;
 - iii. Adversely affects the equal enjoyment of a person's rights and freedoms in a serious manner that is comparable to discrimination on a protected attribute listed above.

F. Complaint Procedure

1. A complaint regarding the breach of this policy may be filed with the Equity Officer through email or any other suitable means.
2. Complaints may be made informally or formally - the nature of the complaint must be specified at the time of filing:
 - a. An informal complaint is one that raises concerns, but does not require formal responses such as investigation or mediation, an informal complaint may be made anonymously;
 - b. A formal complaint is where a formal response is sought, such as investigation or mediation, formal complaints cannot be made anonymously in the interests of due process.
3. In addition to complaints, members are also encouraged to contact the Equity Officer to raise general equity related concerns, even if they do not feel an incident has occurred. Both anonymous complaints and general concerns enhance the Equity Officers' overall understanding of relevant issues occurring within the society, which will further assist in the prevention of future equity violations.
4. In case of a complaint, the Equity Officer, along with the Executive Council, may take actions including, but not limited, to the following:
 - a. Explain the complaint to the offending person and have a discussion with them about why their remark or action was inappropriate;
 - b. Issue an informal warning to the offending person;
 - c. Issue a formal warning to the offending person;
 - d. Request that the offending person provide an apology;
 - e. Bring the relevant persons together to conciliate the dispute.
5. Where the complainant requests, or where otherwise necessary, the Equity Officer or the Executive Council may do the following:
 - a. Assist the complainant to approach the relevant department or committee set up by the university;
 - b. Where Co-Curricular Activities (CCA) regulations allow, investigate and take action on the matter themselves;

- c. Approach the Patron of the society who may then adjudicate over the matter and take appropriate action;
 - d. Temporarily suspend membership of the accused while a complaint is being settled.
6. In case of an equity complaint against the Equity Officer, the complaint may be filed directly with the Executive Council.
7. In case of an equity complaint against a member of the Executive Council, the Equity Officer should approach the Patron or the relevant university departments and committees.

Article XI: Termination and Impeachment

A. Termination of the members of the General Body, Extended Council and Society Officers

- 1. Director or Society Officer may be terminated by the Executive Council given that the majority of the Executive Council agrees.
- 2. An Assistant Director may be terminated by the Executive Council, on the advice of the relevant Director, given that the majority of the Executive Council agrees.
- 3. All terminations pertaining to the members of the General Body, Extended Council and Society Officers will be subject to the President's approval.
- 4. All members have the right to approach the Patron or the Co-Curricular Activities (CCA) to appeal their termination.

B. Impeachment of the members of the Executive Council

- 1. If any member of the Executive Council is to be impeached, the entire Executive Council must make a unanimous decision with the exception of the person who is being impeached, due process needs to be followed in all cases of impeachment:
 - a. All cases of impeachment must be presented to the Patron with reasoning;
 - b. The Executive Council member being impeached has a right to present their defense on the matter.
- 2. All terminations pertaining to the Executive Council will be subject to the Patron's approval.

Article XII: Amendments

1. No amendment shall be passed to this constitution unless the passing of such amendment shall greatly improve the relevance and scope of this constitution.
2. The power to amend the constitution shall lie with the Executive Council.
3. A member of the Executive Council may, after consultation with a member of any previous Executive Council (who is not a part of the current Executive Council), introduce an amendment to this constitution in a meeting of the Executive Council where all members shall be present, such that:
 - a. The General Secretary shall be informed in advance regarding this intention;
 - b. The proposed amendment shall be circulated amongst all the members present at the meeting;
 - c. The General Secretary shall call the Executive Council to vote on the amendment;
 - d. In case The General Secretary is not present, then the President may do all the tasks that were to be handled by the General Secretary.
4. Constitutional amendments will only be approved upon a unanimous vote by the Executive Council.
5. All constitutional amendments must be approved by the Patron before taking effect.
6. Any amendments made to the constitution shall not conflict with the interests of TAKKRAR as stated in this constitution, they should be directed towards the betterment of the society and the UMW community as a whole.
7. They should comply with the ethics and values of the community and in no way compromise the reputation of the Society.

This Constitution was drafted by the Patron of the UMW debating society (ESSA KHAN) 2022: