Title Page

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| <Insert Logo of society><Name of the society><Date>**Table of Contents****Society Overview** Mission Statement:Introduction to the society: Objectives:Team Composition, Structure, and Governance:**Roles and Responsibilities**Office Bearers and their DutiesGeneral Members' ResponsibilitiesAdvisor/Patron Role and Support**Society Activities**Mention your signature events and activities with their descriptions. Identify collaborations and Partnerships, if any. E.g.:**Falah Bake Sale:**A student fundraising drive with various food stalls and freshly baked items are kept for sale. The proceeds from the bake sale are typically used to support charitable endeavours or initiatives within the AKU community or beyond. Moreover, students set up game stalls and other fun activities for entertainment and generating funds. This is generally organised in March/April every year.**Communication**The society administers the following channels/forums to manage its communication:

|  |  |
| --- | --- |
| **Channels/Forums** | **Link/Credentials** |
| Official Email |  |
| Facebook Page |  |
| Facebook Group |  |
| Instagram |  |
| LinkedIn |  |
| YouTube |  |
| WhatsApp Group/Community |  |
| Other, specify |  |

(Delete the irrelevant ones)Internal Communication Guidelines and ProtocolsDecision-Making and Voting Procedures (if applicable)**Society Resources**Equipment and Inventory (provide details of all the assets and inventory available with the society)Access to University Facilities and Resources (list down the campus facilities and resources relevant to your society)External Resources and Support (in case you have an external collaboration for support and resources, e.g., Karachi Boat Club for Outdoor Rowing)**Code of Conduct and Ethics** (Specify society’s code of conduct)**Society Evaluation and Succession**Specify assessment and evaluation mechanism of society’s activities.Specify the assessment and evaluation mechanism of society’s Office Bearers.Transition and Succession Planning *(Specify the process of appointment of the new Office Bearers, particularly the Convenor, Co-Convenor, and Treasurer/General Secretary, Pen down handing-taking over formalities)***Annexures**Include your Annual Reports, brochures, documents, all members’ contact details, and any other database. |