Muslim Student Association Chapter
Lonestar College Kingwood

Constitution

In the Name of God

The Most Compassionate, the Most Merciful

We the officers and members of MSA hereby establish this constitution to serve as the governing document over all affairs concerning MSA.

Article I: PURPOSE

The MSA stands for Islam as a complete way of life. By this, we will develop a dynamic, united and welcoming community on campus, raise awareness of Islam, and help people become better Muslims. The MSA is based on Islamic ideals of united effort and brother-sisterhood. The MSA is proactive organization based on the Islamic concepts of excellence. This unity is based on common objectives and transcends petty differences in order to have a community that every Muslim could feel a part of.

The MSA strongly and categorically condemn terrorism and extremism activities that take place throughout the world in the name of Islam and or any other religions. The Muslim Student Association (MSA) seeks to introduce the community and familiarize it with Islamic culture and thought by sharing the spirit of Islam with Muslims and non-Muslims. In addition, this organization will also provide Islamic liturgical services for the students of the Lonestar College Kingwood and other parties. We also seek to promote a sense of community among Muslims on campus by encouraging adherence to Islamic ideals in order to further individual and collective growth through charity events and zakat, raising money to donate to organization, and service events for the community.

Article II: Founding Members

Section 1. The MSA LSC- Kingwood has been founded and established by the Abdullah Khan, along with its other founding members that include the following students: Noman Niazi, Ramsha Hussain,
Article III: Membership & Meetings

Section 1: The MSA will be open to all students, faculty, and staff regardless of sex, religion, or race. Kingwood residents are also welcome to attend meetings. There will be at least two meetings per month. The President will have the power to declare more meetings as necessary.

Section 2. Privileges of the student members include community service, campus and community activities, voting, nominations, serving as an officer, and meeting attendance.

Section 3. In order to guarantee equal rights to all members of the LSC-Kingwood student body, equal opportunities shall be afforded to all the students without regard to race, color, national and/or ethnic origin, religion, creed, gender, marital status, sexual orientation, age, citizenship, veteran status, or physical ability.

Article IV: Officers Requirements

Section 1. Obligations

All officers must attend all scheduled meetings and events for the duration of their term unless there are extenuating circumstances that prohibit participation, such as the time of classes at the time of the meetings, family emergency, important personal and professional business that require immediate attention, etc..

Section 2. Prohibitions

Officers may not be on any type of academic probation or suspension. Officers may not have received any campus disciplinary actions within one year of the term for which he or she seeks office. Officers may not hold more than one position within the organization.

Article V: Officers Positions and Duties

Section 1. Duties of all officers shall be to support the planning, orchestrating and management of all organizational events and activities.

Collaborate with officers and members in order to resolve any conflicts that arise in the process of planning and implementation of organizational goals or organizational events.
Provide for the conscientious supervision of any organizational funds or fundraising activities. Serve for no less than one semester and no more than three semesters.

Section 2. **The President:** Responsible for the direction and leadership of the Organization; oversees the general effectiveness of other officers, makes appointment(s) for the appropriate officer(s) as necessary; presides over meetings; and provides general guidance by setting the agenda of the organization.

Section 3. **The Vice President of Administration:** This officer is charged with running meetings in the absence of the President; ensures that tasks assigned by the President are completed in a timely manner; ensures that the Treasurer's budget is submitted on time; performs other duties as assigned by the President.

Section 4. **The Vice President of Social Affairs:** This officer is charged with outreach to the greater Kingwood community and administration, especially the Student Assembly; plans and delegates tasks for the organization's events; coordinates transition events for the Executive Boards; coordinates intra-MSA and intra-Executive Board events during his/her tenure; performs other duties pertaining to the organization's events and community outreach as assigned by the President.

Section 5. **Secretary/Webmaster:** Takes meeting minutes; keeps notes; takes the roll at meetings by bringing an attendance sheet and collecting it for both the Executive Board and general meetings to determine voter eligibility and takes into account tardiness; sends reminders to ensure member turnout; manages the e-mail account (listserv); communicates with all MSA members and the community; notifies the Executive Board members of MSA e-mails. The Webmaster shall update and maintain the MSA website and maintain record of MSA events.

Section 6. **Treasurer:** Maintain finances for MSA.

Maintain the annual budget for MSA.

Provide monthly updated financial reports to organizational members and other interested parties.

Retain receipts and purchase orders for all financial transactions.

In charge of fiscal matters which factors into voter eligibility, including accounts; collecting dues, charity, fund-raising, and any other budgetary activity.
Section 7. **Public Relations:** This Officer will be responsible for reaching out to the community, making flyers and any other activity that requires the propagation of information outside the MSA. The Officer will be elected from the MSA at-large. He or she will also oversee t-shirt design.

Article VI: **Activities**

Section 1. The MSA tries to “introduce the community to and familiarize it with Islamic culture and thought”; therefore, it will use diverse means to achieve this goal, including the following:

- Speakers,
- Films and tapes,
- Seminars,
- Charity work and zakat,
- Newsletters,
- Providing Islamic religious activities,
- Social events,
- Interactions with other campus organizations.

Article VII: **ARTICLE VII: IMPEACHMENT AND REPLACEMENT**

Section 1. **Probation:** If at any time an officer is not following and upholding his or her requirements as specified in Article V, the individual will be placed on probation for six weeks. After six weeks, voting members may vote to remove the officer or reinstate the officer to non-probationary status.

Section 2. **Replacement of Officers and Filling of Vacancies:** The Vice-President of Administration shall fill the vacated office of the President.
If both the President and Vice-Presidents positions are open simultaneously, the order of power exists as follows:

1. Secretary/Webmaster

2. Treasurer

3. Public Relations

Organization advisor may appoint a President if following the order of power presents conflict or in any way injures or distracts from the organization's purpose.

Section 3.  **Filling Vacancies by means of Election:** A one month probationary period is in effect for all newly filled vacancies.

Once probationary period ends, elected officer shall serve for the remainder of his or her term.

**Article VIII: AMENDMENTS**

Section 1.  **Any amendments to the Constitution will have to be effected according to the following guidelines:**

- Copies of proposed amendments will be made widely accessible two weeks prior to the voting date.

- To effect any amendments, a quorum of at least three-fourths of the officers must be present. In addition, two-thirds of all those who are present on the voting day must approve changes.