

# **The Muslim Students Association Constitution**

## **Article I: Organization Name and Purpose**

Section 1: The name of this organization is Muslim Students Association at Lone Star College-North Harris.

- a) The official abbreviation for the organization will be MSA.

Section 2: The purposes of this organization shall be as follows:

- a) Promote unity, brotherhood and sisterhood, and joint action among Muslims;
- b) Conduct social, cultural, religious, and other activities in the best traditions of Islam;
- c) Celebrate Islamic religious festivals at appropriate times;
- d) Promote friendly relations between Muslims and non-Muslims;
- e) Endeavor to be ambassadors to Islamic teachings and to promote the true image of Islam by personal behavior.
- f) Combat Islamophobia by participating in appropriate mainstream activities .

## **Article II: Membership**

Section 1: Any registered student (full or part time), faculty, or staff at Lone Star College-North Harris who is in good standing with the College and fulfills the membership requirements which coincide with the purposes of the organization is eligible for membership.

Section 2: Privileges of active members include community and campus activities, voting, nominations, serving as an officer, meeting attendance, and fundraising efforts.

Section 3: In order to guarantee equal rights to all members of the Lone Star College-North Harris student body, equal opportunities shall be afforded to all students without regard to race, color, national and/or ethnic origin, creed, gender, marital status, sexual orientation, age, citizenship, veteran status, or physical disability.

Section 4: There is no membership fee to become a MSA member.

Section 5: There will be 3 categories of membership:

- a) Member: Shall not be obligated to be an active participant, but will always be informed and invited to attend meetings, events, and organization functions.

- b) Active Member: Shall take an active role in assisting with organizing, planning, and volunteering at events. Has the privilege of being nominated into an officer position.
- c) Officer: Shall hold a leadership position and fulfill obligated duties as a member of the Executive Committee. Organizes events, facilitates meetings, and communicates with Active Members and Members.

**Article III: Officers**

Section 1: The elected officers of Muslim Students Association shall be as follows: President, Vice President, Treasurer, Secretary, and Historian. These officers will serve as the Executive Committee of the organization.

Section 2: All officers shall meet the following requirements:

- a) Registered student in good academic standing at Lone Star College-North Harris,
- b) Commitment to serve in the appointed position throughout the office's term.
- c) Ability to conduct oneself in a fashion that actions will not reflect negatively on the image of the organization, its members or Lone Star College-North Harris.

Section 3: Length of term for appointed offices will be one academic year. Upon completion of the term, officers who wish to maintain the same position must be re-elected.

Section 4: The selection of the Advisor for the organization shall be as decided by the Executive Committee.

Section 5: All Officers shall meet the following requirements:

- a) Be a registered student in good academic standing at LSC-North Harris.
- b) Commitment to serve in obligated duties appointed to the position throughout the term.
- c) Have good knowledge and understand the purposes of the organization.
- d) Must attend all Executive Committee and general member meetings and events.
- e) If class scheduling is a hindrance from attending the meetings and events, the officer must provide a class schedule to the Advisor or President as a valid excuse.
- f) Ability to carry themselves as the officers of Muslim Students Association.

Section 6: **Duties of Officers:**

The presence of all members of the Executive Committee is mandatory for all regular meetings.

**The President shall:**

- a) Oversee all meetings and activities, and shall make sure that, at all times, the organization abides by the rules and regulations set forth by the Office of Student Life and Lone Star College-North Harris.

- b) Be an authorized signator on all official organization documents in conjunction with the designated officer and with the consent of the Advisor.
- c) Consistently communicate and work with the Advisor regarding the status of the organization.
- d) Keep track of officers' duties and projects by receiving all officers' updated reports.
- e) In the case that a representative is needed, the President will represent the organization on its behalf except in the case where another member has been assigned.

**The Vice President shall:**

- a) Assist and support the President in all duties and responsibilities of the organization and oversee the needs of the organization, including supplies and additional resources needed.
- b) Attend other organizational meetings in order to be updated and let people know about the Muslim Students Association.
- c) In the event that the President is absent, the Vice President shall assume the duties of the President.

**The Secretary shall:**

- a) Work closely with the President and Vice President to keep abreast of organizational goals, needs, policies, and procedures.
- b) Document and communicate meeting dates and minutes, and shall manage and maintain all MSA documents and files.
- c) Send meeting invitation notices via email, phone, and/or in person.
- d) Maintain a master calendar for all organization events and activities.

**The Treasurer shall:**

- a) Keep a comprehensive record of, and balance of, MSA finances and expenses, research and report current financial needs, and maintain a positive working relationship with Student Life and Business Office personnel.
- b) Consult with fellow officers on budget needs and limitations before proceeding with decisions.
- c) Give a financial report upon request.
- d) Sign any official financial documents in conjunction with the President and Advisor.
- e) Maintain a copy and file of all receipts and financial documents.

**The Historian shall:**

- a) Take photographs and video recordings of organization events.
- b) Create photo and/or video albums and scrapbooks that can be used for marketing material.
- c) Update and maintain social network websites by posting event descriptions, times and dates, photos, and advertisements.

- d) Collaborate with the Secretary to build and maintain an archive file of events throughout each year.

**Article IV: Advisor**

Section 1: The Advisor of MSA shall work with the Executive Committee in coordinating campus activities, meetings, community service projects, and other functions to ensure that MSA achieves its objectives.

Section 2: The Advisor shall be responsible for providing guidance and leadership to MSA members, approving appropriate activities, and overseeing the finances of MSA.

**Article V: Elections**

Section 1: All members may nominate and vote in an election. Elections for Executive Committee officers will take place in Fall Semester.

Section 2: Method of Nomination: Any active member of MSA can nominate a student to candidacy with an explanation of why s/he feels that the nominee is qualified to fill the specified position. The nomination is to be followed by a motion to support given by another active member. Each position within the Executive Committee shall be voted upon separately.

Section 3: All active members of MSA shall be allowed to vote anonymously by casting their individual votes.

Section 4: When necessary, special tasks and committees can be assigned to members by vote.

**Article VI: Meetings**

Section 1: MSA shall meet at the beginning of each semester and set the date and time for the upcoming meetings in the semester. Meeting dates and times will be confirmed during the previous meeting.

Section 2: Emergency, special interest, or additional meetings shall be confirmed by the President and/or Vice President. Members will be given at least 3 days prior notice of meeting time, date, and objective.

**Article VII: Finances**

Section 1: Fiscal Operating Year for the Lone Star College System runs from September 1 through August 31.

Section 2: No money shall be spent or guaranteed without the approval of the President, Treasurer, and Advisor.

Section 3: Approval for financial spending or earning (fundraising) must include the President, Treasurer, and Advisor by way of at least two signatures on all original documents. All fundraising must be approved in advance by the Office of Student Life.

**Article VIII: Amendments**

Section 1: Amendments to the organization's constitution can only be made by a voting procedure. All amendments shall be proposed and discussed during a regular meeting. At least 1/2 of the members should be present at a meeting to pass an amendment. A 2/3 vote of those present is required to pass an amendment.

Section 2: If approved, copies of the amended constitution must be provided to the Advisor and the Office of Student Life for administrative approval.

**Article IX: Ratification and Enactment**

Section 1: This Constitution shall become effective immediately upon its approval by a two-thirds vote of a quorum of members and administrative approval from the Office of Student Life.

Section 2: This Constitution shall become the official governing document of the Muslim Students Association (MSA) at Lone Star College-North Harris.