

## **The Constitution of the Muslim Student Association at University of California, Los Angeles**

Last Amended: May 25th, 2019  
Ratified by the University Muslim Council on June 5th, 2019  
Ratified by the Board of Directors on May 25th, 2019  
Date of Implementation: June 14th, 2019

### **Mission Statement:**

The Muslim Student Association at UCLA is established upon Islamic foundations and strives to serve its community through programming, advocacy and its affiliated projects. MSA-UCLA helps its students maintain their faith and cultivate their Muslim identity through various ways. It seeks to foster good community values while creating an inclusive space to support its students. It also aims to promote personal growth and life skill development to provide students with the tools to succeed in college and beyond.

### **Preamble**

The Muslim Student Association at the University of California, Los Angeles (hereby referred to as the MSA) is a diverse group of Muslim students, faculty, and staff who strive to embody the Islamic principles of faith, justice, and community on the UCLA campus. The MSA is an officially recognized student organization of the University of California, Los Angeles (UCLA). The goal of the MSA is to provide services to the Muslim community on campus in order to facilitate the growth of a strong Muslim identity at UCLA. In addition, the MSA seeks to counteract negative stereotypes about Muslims commonplace in American society. The MSA also stands for justice and equality for the entire campus community in accordance with the teachings of the Islamic faith. The MSA is an independent student run organization.

In 1963, a group of UCLA students formed the MSA to meet the specific needs of the underrepresented Muslim students, staff, and faculty, who are studying, working, and teaching at UCLA. Years later the MSA still serves the Muslim community with the same goals of minimizing under-representation and misrepresentation of the community.

The MSA strives to serve the spiritual, social, and educational needs of Muslim students at the UCLA campus through various programs, activities, and through the MSA Projects. The MSA Projects (as listed in Article IV) embody the mission of the MSA by servicing the Muslim community on campus and representing the MSA to the non-Muslim community both on and off campus. The Projects also seek to develop leaders within the MSA and to facilitate personal development among their students. The MSA works toward building a strong Muslim identity, encouraging leadership among its members, and instilling

in its constituency the need to work for the community while fighting social injustice and oppression.

All MSA members must be respectful in their presentation of opinions and relations with others organizations and individuals, as each member of the MSA is representative of the MSA as a whole. All MSA members deserve to work in an environment where they are treated with dignity and respect. The MSA is committed to creating such an environment because it brings out the full potential of each member, which in turn contributes directly to the organization's success. The actions and words of members should exemplify the objectives of the MSA and enlighten others to the work of the organization.

The Muslim Student Association does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This also prohibits sexual harassment.

### **Article I. Voting Membership**

1. Active voting members of the MSA must complete the following requirements:
  - a. Attend 2 of the following 3 requirements per quarter per year unless they present proof of inability to attend
    - i. one informative event
    - ii. one educational event
    - iii. one social event
  - b. Must be registered online as MSA UCLA members
2. All members of the MSA must abide by the principles of the MSA as presented in the Preamble and Mission Statement. Failure to do so may result in the loss of certain privileges, including access to the MSA office and events.
3. This official membership list shall only be available to the Board of Directors and members of the UMC Council

### **Article II. Elections**

1. Only voting members of the MSA may participate in the election.
2. A candidate for any position on the Board of Directors must have been an active member of the MSA for at least one academic quarter prior to the start of the election.
3. A candidate for the Board of Directors must have a minimum of 2.5 GPA.
4. A candidate for the Executive Board (as defined in Article III, Section 2) shall not be an underclassman.
5. A candidate for the Board of Directors must be a current UCLA student and be available for the next academic year.

- a. In the event that an elected member of the Board of Directors abdicates their position before the next academic year begins, the Board of Directors (as defined in Article III, Section 1) shall choose a candidate who is available for all 3 quarters during the next academic year. If none are available, a candidate who is available for 2 quarters of the academic year shall be selected.
6. The election for the MSA Board of Directors shall be conducted as follows:
  - a. The Board of Directors shall create an Elections Committee prior to the last week of Winter Quarter. The Elections Committee shall be responsible for conducting an elections process with the Board of Directors
  - b. The members of the Elections Committee must be ineligible for a seat on the Board of Directors for the upcoming academic year.

### **Article III. Board of Directors**

1. The MSA shall have a Board of Directors consisting of the following elected officers: President, Internal Vice President, External Vice President, Programming Director, Finance Director, Public Relations Director, Secretary, Brothers' Director, and Sisters' Director. Each Board member shall serve a one-year term, beginning the last day of the academic school year of which the individual was elected and ending the second to last day of the next academic school year.
2. The Executive Board shall be comprised of the President, Internal Vice President and External Vice President.
3. Requirements for the Board of Directors
  - a. The MSA Board of Directors must follow the Code of Conduct as stated in the Preamble.
  - b. Every member of the Board of Directors must attend and maintain adaab at every board meeting unless a written notification and a valid reason is presented to the President 24 hours before the meeting (emergency circumstances notwithstanding).
  - c. Every Board Member shall attend at least five official MSA events per quarter and one project site or event per quarter.
4. The Board of Directors shall appoint a Student Initiated Outreach Committee (SIOC) Liaison, a Graduate Student Representative, a Transfer Representative, a Khateeb Director and a Da'wah Coordinator before the beginning of the new academic year. An additional optional appointed position is Historian.
  - a. Nominees for all the appointed positions must have been active members for at least one academic quarter.

- b. The SIOC Liaison shall be appointed by the previous SIOC Liaison and must be approved by the incoming Executive Board.
  - c. The Historian, Graduate Student Representative, Transfer Representative, Khateeb Director, and Da'wah Coordinator, can apply and/or be nominated by any member of the Board of Directors. The nominee must then be approved by a simple majority of the Board of Directors.
  - d. All appointed positions are responsible for reporting to their respective Board of Directors member 3 times a quarter. They are as follows
    - i. SIOC Liaison falls under the IVP  
Graduate Student Representative and Transfer Representative both fall under the BD and SD  
Da'wah coordinator falls under EVP  
Khateeb Director falls under Programming Director  
Historian falls under the Secretary
  - e. All appointed positions shall abide by the Code of Conduct when representing the MSA and are subject to removal if they violate the Code of Conduct. They may be removed by a 3/4 majority vote of the Board of Directors.
5. A member of the Board of Directors is expected to abide by the Code of Conduct when representing the MSA. Any Board member who consistently fails to meet any of the requirements, consistently violates the Code of Conduct, or violates the MSA Constitution is subject to removal. A member of the Board of Directors may be removed by a unanimous decision by the rest of the Board of Directors.
  6. Once a Board member's seat has been vacated, any remaining member of the Board of Directors may nominate an active member for the position. The nominee must meet the requirements for a candidate as outlined in Article II, Section 2-4. If applicable, the requirements for candidates outlined in Article II, Section 5 may be used. The Board of Directors must approve the nominee by a simple majority.
  7. The Board of Directors shall manage the affairs and property of the organization. The Board of Directors shall be responsible for calling regular general body meetings and keeping the membership up to date on the state of affairs of the organization. The Board of Directors shall be responsible for notifying the membership of events, activities, and decisions of the organization in a timely and public manner.
  8. The Executive Board shall make decisions pertaining to sponsorship of programs, activities and membership in coalitions, and at its own discretion, may decide to bring any of these matters to the general membership for discussion and a vote.
    - a. In the event of a disagreement amongst Executive Board, the disagreement shall be resolved by an informed decision by the President.

9. No Board of Directors member may serve more than two terms total.
10. No Board of Directors Executive members may serve in any UMC project executive board.
11. The Board of Directors shall follow the procedures outlined below during their meetings.
  - a. The Board of Directors shall meet every week during the school year to discuss the affairs of the MSA (extenuating circumstances notwithstanding). The President shall be considered the chairperson for each of these meetings. At the beginning of every meeting the President shall call the meeting to order after which the Secretary shall perform a roll call to determine how many Board members are present. A meeting may only proceed if at least 2/3 of the voting members of the Board of Directors are present or attending the meeting via electronic communication.
  - b. Every member of the Board of Directors must show respect to their fellow board members. This will ensure an orderly and productive meeting. Failure to respect the other Board members may result in removal from the meeting by the President.
  - c. If the President is not available during a meeting, he/she shall appoint a temporary chairperson to run the meeting. In the event that the President does not appoint a temporary chairperson or said person is unable to attend the meeting, the Board of Directors shall elect a temporary chairperson from among themselves.
  - d. The Board of Directors shall appoint and maintain committees to run, facilitate and administer the activities and programming of the MSA.
    - i. These committees include, but are not limited to, Ramadan (when applicable), Eid (when applicable), College Day, End of Year Banquet, Islam Awareness Week, Education and Activism, and Welcome Week.
    - ii. Each committee shall be appointed a Board of Directors member liaison that shall be responsible for communicating between the committee and the Board of Directors, mentor and aid in the development and function of the committee, and ensure they are abiding by the code of conduct and the guidelines of the MSA.
    - iii. Each committee shall be responsible for attending at least one Board of Directors meeting to present on their vision and expectations.
  - e. A member of the Board of Directors may not be on a committee.

#### **Article IV. University Muslim Council**

1. The University Muslim Council (hereby referred to as UMC) is comprised of the various Projects under the MSA: Incarcerated Youth Tutorial Project (IYTP), Al-Talib, Mentors for Academic and Peer Support (MAPS), UMMA Volunteer Project (UVP), Academic, Mentorship, and Professional Development (AMPD), The Beautiful Mind Project (BMP), and Food Drive Initiative (FDI). Each project shall provide a consistent delegate of choice to the UMC. The Internal Vice President of the MSA shall serve as the representative from the Board of Directors.
  - a. All Project events are considered official MSA events.
2. Each Project and the Board of Directors shall get one vote in the UMC.
3. The Internal Vice President of the MSA shall chair the UMC meetings.
4. UMC meetings shall take place at least three times a quarter. Meetings may be called by the Project Director of any Project or the Executive Board of the MSA.
5. Each project shall present an annual Memorandum of Understanding to the MSA Board of Directors at the first UMC meeting.
6. A Memorandum of Understanding between all UMC members shall be agreed upon at the start of each year by 2/3 of the UMC.
7. A new Project may be proposed by any MSA member. The Project must first be approved by a 3/4th majority of the Board of Directors, then be approved by a 2/3rd majority of UMC. It shall then be added to the UMC.
8. Membership requirements for UMC organizations
  - a. A person holding an Executive position on any UMC entity may not hold an Executive position in another UMC entity
  - b. A person may not hold Board position on more than two UMC entities
    - i. These restrictions may be temporarily waived by a hearing in front of the UMC Council—along with the predecessor of the position the individual is applying to—concerning the ability of the individual to be privileged with the additional responsibility.
  - c. During appointing process all UMC project directors must communicate with one another about applicants who applied to multiple projects.

#### **Article V. Finances**

1. An annual budget shall be created by the Board of Directors at the beginning of the academic school year. In addition a quarterly budget shall also be created.
2. All budgets shall contain information related to the sources of revenue.
3. All committees shall present a budget to the Board of Directors for approval.
4. Upon request, the Finance Director of the organization shall make financial records available to MSA alumni donors, voting members, and university officials.

5. The Finance Director shall be audited by the Board of Directors at least once a quarter.

#### **Article VI. Amendments**

1. Amendments to the constitution may be proposed by any active member of the MSA. The amendment must first be agreed upon by a 3/4th majority approval of the Board of Directors. Proposed amendments must then be passed by a 2/3rd majority approval of the University Muslim Council.

#### **Article VII. Bylaws**

1. As needed, the Board of Directors shall pass, amend, or repeal bylaws that regulate it's affairs and that of the MSA general body. These bylaws may be amended or repealed by a simple majority at any meeting of the Board of Directors. Bylaws shall be recorded and made easily available to MSA members.
2. As needed, UMC shall pass, amend, or repeal bylaws that regulate its affairs. These bylaws may be passed, amended, or repealed by a simple majority at any meeting of the UMC. Bylaws shall be recorded and made easily available to MSA members.
3. All bylaws must adhere to the MSA Constitution.

#### **Article VIII. Conduct Review**

1. In the event of a violation of the statement of principles, outlined in the Preamble and Mission Statement, by any MSA member, the Board of Directors shall conduct a thorough investigation of the claim.
2. If a Board member is made aware of a potential violation they shall promptly report the claim to the Board of Directors.
3. The Board of Directors shall appoint a Board member to investigate a potential violation. At the conclusion of the investigation the Board of Directors shall determine what actions may be taken pursuant to Article I, Section 2.
4. If necessary, the Board of Directors may appoint an independent investigator. The investigator shall only discuss the claim with the Board of Directors.
5. If the potential violator is found to have violated the law or UCLA school policy or the UC Nondiscrimination statement the Board of Directors shall refer the case to the proper authorities.

### **BYLAWS**

#### **I. Board Structure**

##### **A. President**

1. Create board agendas in order to lead meetings effectively

2. Create a master timeline of phases and major deadlines for the board and organization
3. Schedule individual based check-ins with elected and appointed leaders
4. Sustain active relations with the Advisors, CPO, alumni, administration, student organizations, and MSA West
  - a. Stay on top of communication with regards to email, texts and calls
5. Oversee execution of board and the entire organization so that it follows the mission statement
  - a. Create a pragmatic mission statement
6. Progressively look forward in terms of securing the vision and consistency of the organization
7. Serve as a motivation to all individuals involved within the organization in order to enhance efficiency of all operations
8. Ensure proper team building and tarbiyah of board members
9. Manage and monitor goals checklist of all phases for productivity analysis

#### **B. Internal Vice President**

1. Organize meetings with UMC at least three times a quarter
2. Sustain active relations with MSA committees (AMPD, Da'wah Committee, College Day, etc.)
  - a. attend committee meetings and provide necessary input and assistance
3. Serve as the liaison between the Alumni Association
4. Organize all MSA board/leadership retreats; including transitioning retreat
5. Ensure the appointment of appointed positions

#### **C. External Vice President**

1. Serve as primary point person for all interactions with administration. This entails organizing meetings with administration and CPO in order to represent MSA's best interests. Make an effort to be both, reactive (in response to events on campus as well as nationally) and proactive (creative, long-term initiatives to further the interests of Muslim students).
  - a. CPO: Director, Associate Director
  - b. Student Affairs: Vice Chancellor, Associate Vice Chancellor of Campus Life, Dean of Students, Dean of Campus Climate,
  - c. Vice-Chancellor for Diversity, Equity and Inclusion and the discrimination prevention officers



2. Serve as primary point person for all interactions with other student organizations. This includes Mother Organizations, SJP, Hillel, BFI and others. Interaction can range from collaborative to diplomatic and should always keep in mind the best interests of the Muslim community as well as the potential to build coalitions. Mobilize the community around any issues/programs that emerge out of these interactions.
3. Serve as primary point person for MSA's involvement in and interaction with USAC
  - a. Hold USAC council members accountable and ensure that the best interests of Muslim students are represented
  - b. Determine level of collaboration when it comes to programming - which MSA programs will which USAC office co-sponsor? Which USAC programs will MSA co-sponsor?
  - c. Determine which advocacy and legislation matters are pertinent to Muslim students and mobilize the community around them
  - d. Meet with and lobby council members with regards to ongoing developments - initiatives, resolutions, amendments
  - e. Manage MSA's involvement in USAC elections - advise MSA members running as candidates, interact with candidates to determine whom MSA should endorse, if anyone at all, mobilize membership to campaign and be involved in USAC elections campaigning in the years MSA decides to be involved.
4. Author and circulate press releases and public statements
5. Serve as media relations point person
  - a. correspond with the Daily Bruin and other press whenever they need someone to interview about MSA
  - b. write op-eds/letters to the editor in the Daily Bruin whenever necessary
  - c. tell the Daily Bruin and other press as appropriate about event that need to be covered
6. Serve as the MSA West Delegate
7. Engage with outside organization such as CAIR as is appropriate/needed.
8. Engage with UMAA as appropriate to brief them on developments necessary as it pertains to their engagement with administration.

#### **D. Secretary**

1. Ensure the agenda is being followed in a timely manner during Board Meetings
2. Maintains minutes for board meetings

3. Create doodles for board meetings and other meetings.
4. Assesses MSA surveys submitted by community and leadership for internal advancement
5. Review action items and ensure board members are made aware
6. Create weekly update emails with action items and such
7. Moderate internal Google groups
8. Manage Islamic Reminders rotation for board meetings
  - a. Assign next person during board meeting
9. Manage official MSA-UCLA Member Registration
  - a. This includes keeping track of event attendees

#### **E. Programming Director**

1. Organize community events
  - a. (ideas include: USC-UCLA Barbeque, Community Forum, USAC Workshop, Blood Drive, MSA T Shirt Contest; Sack lunch making, Bridging Communities)
2. Ensure booking of rooms and manage logistics
  - a. Help committees coordinate event logistics as needed
    - i. i.e. are we allowed to have helium balloons in the building
    - ii. College day, Da'wah, AMPD
  - b. fire permit, food permit
3. Ensures that all food, supplies, equipment, etc arrive and are ready for use at events.
  - a. Work with treasurer to coordinate funding apps/ fee waivers
4. Manage and enhance speakers database
  - a. Point person to get speakers for events
  - b. Point person to plan GBMs, and Spiritual events
5. Provide logistical support to UMC events as needed.
6. Update and manage MSA master calendar of events and programs with locations and timings

#### **F. Public Relations Director**

1. Release week in previews and Jumma announcements and actively enhance subscriptions
2. and donations campaign
3. Manage social media accounts (twitter, instagram, facebook) by posting latest MSA events and happenings
  - a. Ensure the development of fliers,/cover photos on FB for each week's events
  - b. Coordinate profile picture changes and/cover photos

- c. Make weekly MSA cover photo of weekly events
- 4. Improve and frequently manage the MSA Bruins website
- 5. Creatively and thoroughly market MSA
- 6. Make survey to gauge community needs and interests (mid quarter and end of quarter survey, whole year pre-survey at GBM, for large events as well)
- 7. Update the Marker Board in MSA Office with the events of each week
- 8. Events
  - a. Manage photographers; ensure all photos and video recordings are posted
    - i. Have a few designated photographers
  - b. Gather testimonials and all survey results from attendees
- 9. Manage Yearbook Committee for MSA's Yearbook
- 10. Skills
  - a. Recommended: Photoshop, Illustrator, Javascript, CSS, HTML
 note: PR head can have an aid (like Shahid,/Bromar) to help with technical things

#### **G. Treasurer**

- 1. Maintain proper documentation and record-keeping of all finances
  - a. Running log of transactions
- 2. Create annual budget; including but not limited to the major events
- 3. Weekly Budget reports at Board meetings
- 4. Ensure reimbursements and honorariums accordingly
- 5. Official point person for bank; manage all financial accounts
- 6. Ensure proper fundraising for all MSA events and programs
- 7. Sustain and enhance relations with event sponsors and annual donors
- 8. Submit campus funding applications and proper paperwork
- 9. Attend hearings for funding allocations

#### **H. Brothers' Activities Director**

- 1. Coordinate brothers social activities
- 2. Manage brothers mentorship program with AMPD
- 3. Manage brothers listserv and text group
- 4. Befriend every brother on facebook, and ensure they're in the Brothers' wolf pack.
- 5. Organize brothers retreat
- 6. Coordinate with Programming Director to organize brothers halaqas
- 7. Actively engage with brothers on a personal level

8. Assist brothers with housing information; make a form.
9. Membership documentation for brothers (ie. forms, sign-ins)

### **I. Sisters' Activities Director**

1. Coordinate sisters social activities
2. Manage sisters mentorship program with AMPD
3. Manage sisters listserv and text group
4. Befriend every sister on facebook, and ensure they're in the Ladies group.
5. Organize sisters retreat
6. Coordinate with Programming Director to organize sisters halaqas
7. Actively engage with sisters on a personal level
8. Assist sisters with housing information
9. Membership documentation for sisters (ie. forms, sign-ins)

## **II. Committee Description**

### **A. Welcome Week**

- a. Welcome Week shall take place during fall quarter of the academic year.
- b. Two Welcome Week Committee Co-Heads shall be chosen no later than the beginning of August.
- c. The Welcome Week Committee Co-heads shall create their committee once they've created a course of action.
  - i. General Tasks that must be delegated to the committee includes:
    1. Advertisement
      - a. Graphics
      - b. Videotography (optional)
    2. Logistics
    3. Funding
    4. Food
    5. Volunteer Recruitment
- d. Welcome Week Committee is responsible for the following:
  - i. Create inviting events that span between week 0 to week 2 of fall quarter for new and returning students to attend in accordance to MSA's principles.
  - ii. Abide by the Code of Conduct included in the Preamble.
  - iii. Fill out the necessary funding applications to cover the costs of the events.
    1. Communicate with Treasurer and SOLE Advisor as need be.
  - iv. Communicate with the designated Board of Director(s) liason(s) throughout the process to ensure MSA Board's approval.
  - v. Communicate with the Programming Director on the rooms that need to be reserved.

- vi. Welcome Week Committee must be present at the events put on. An agreement amongst the committee shall be made if not every member can be present.

## **B. Islam Awareness Week**

- a. Islam Awareness Week shall take place during winter quarter of the academic year.
- b. Two Islam Awareness Week Committee Co-Heads shall be chosen no later than the beginning of fall quarter.
- c. The Islam Awareness Week Committee Co-heads shall create their committee once they've created a course of action.
  - i. General Tasks that must be delegated to the committee includes:
    - 1. Advertisement
      - a. Graphics
      - b. Videotography (optional)
    - 2. Logistics
    - 3. Funding
    - 4. Food
    - 5. Volunteer Recruitment
- d. Islam Awareness Week Committee is responsible for the following:
  - i. Create inviting and informative events about Islam during one week of winter quarter for non-Muslim students on campus.
  - ii. Work in conjunction Dawah Committee.
  - iii. Abide by the Code of Conduct included in the Preamble.
  - iv. Fill out the necessary funding applications to cover the costs of the events.
    - 1. Communicate with Treasurer and SOLE Advisor as need be.
  - v. Communicate with the designated Board of Director(s) liason(s) throughout the process to ensure MSA Board's approval.
  - vi. Communicate with the Programming Director on the rooms that need to be reserved.
  - vii. Islam Awareness Week Committee must be present at the events put on. An agreement amongst the committee shall be made if not every member can be present.

## **C. College Day**

- a. College Day shall take place during spring quarter of the academic year.
- b. Two College Day Committee Co-Heads shall be chosen no later than the end of Fall Quarter.
- c. College Day Committee Co-heads shall create their committee once they've created a course of action.
  - i. General Tasks that must be delegated to the committee includes:
    - 1. Advertisement
      - a. Graphics
      - b. Videotography (optional)
    - 2. Logistics

3. Funding
  4. Food
  5. Volunteer Recruitment
- d. College Day Committee is responsible for the following:
- i. Planning and executing a day in accordance to MSA principles where middle school to community college students can attend UCLA and learn more about what the university offers to its students, receive mentorship by MSA members, and bond with their fellow attendees.
  - ii. Abide by the Code of Conduct included in the Preamble.
  - iii. Fill out the necessary funding applications to cover the costs of the events.
    1. Communicate with Treasurer and SOLE Advisor as need be.
  - iv. Communicate with the designated Board of Director(s) liason(s) throughout the process to ensure MSA Board's approval.
  - v. Communicate with the Programming Director on the rooms that need to be reserved.
  - vi. College Day Committee must be present the day of the event. An agreement amongst the committee shall be made if not every member can be present.

#### **D. Ramadan**

- a. The first night of Ramadan shall take place when Islamic Shura Council of Southern California announces the sighting of the new moon.
- b. Two Ramadan Committee Co-Heads shall be chosen no later than the beginning of winter quarter.
- c. Ramadan Committee Co-heads shall create their committee once they've created a course of action.
  - i. General Tasks that must be delegated to the committee includes:
    1. Advertisement
      - a. Graphics
      - b. Videotography (optional)
    2. Logistics
    3. Funding
    4. Food
    5. Volunteer Recruitment
- d. Ramadan Committee is responsible for the following:
  - i. Providing iftars and coordinating maghrib, isha and taraweeh from Monday through Thursday each week during the month of Ramadan.
  - ii. Abide by the Code of Conduct included in the Preamble.
  - iii. Fill out the necessary funding applications to cover the costs of the events.
    1. Communicate with Treasurer and SOLE Advisor as need be.

- iv. Communicate with the designated Board of Director(s) liason(s) throughout the process to ensure MSA Board's approval.
- v. Communicate with the Programming Director on the rooms that need to be reserved.
- vi. Ramadan Committee shall be present at the iftars put on. An agreement amongst the committee shall be made if not every member can be present.

#### **E. Elections**

- a. The Election Process shall start no later than week 3 of spring quarter of the academic year. The Election Process shall include but is not limited to:
  - i. A General Body Meeting (GBM) that informs the voting members of the community on how elections will be conducted
  - ii. An Elections Townhall where candidates are presented to members of the community
- b. The Board of Directors shall create an Elections Committee prior to the last week of Winter Quarter. This committee shall consist of two members of the community who are ineligible for a seat on the Board of Directors for the upcoming academic year.
- c. The Elections Committee shall be responsible for conducting an elections process with the Board of Directors
- d. The Elections Committee are responsible for ensuring that only voting members of the community are participating in elections.
- e. The Elections Committee are responsible for ensuring that the Elections Process is run in accordance to MSA principles.

#### **F. End of the Year Banquet**

- a. End of the Year Banquet shall take place during spring quarter of the academic year.
- b. Two End of the Year Banquet Committee Co-Heads shall be chosen no later than the middle of winter quarter.
- c. End of the Year Banquet Committee Co-heads shall create their committee once they've created a course of action.
  - i. General Tasks that must be delegated to the committee includes:
    - 1. Advertisement
      - a. Graphics
      - b. Videotography (optional)
    - 2. Logistics
    - 3. Funding
    - 4. Food
    - 5. Volunteer Recruitment
- d. End of the Year Banquet Committee is responsible for the following:
  - i. Create a night that celebrates the accomplishments made by the MSA throughout the year and our graduating seniors in accordance to MSA's principles.
  - ii. Abide by the Code of Conduct included in the Preamble.

- iii. Fill out the necessary funding applications to cover the costs of the events.
  - 1. Communicate with Treasurer and SOLE Advisor as need be.
- iv. Communicate with the designated Board of Director(s) liason(s) throughout the process to ensure MSA Board's approval.
- v. Communicate with the Programming Director on the venue that needs to be reserved.
- vi. End of the Year Banquet Committee must be present at the event. An agreement amongst the committee shall be made if not every member can be present.

### **G. Eid**

- a. Eid shall take place on the day after the new moon is announced.
- b. One Eid Committee Head shall be chosen no later than the end of winter quarter of the academic year.
- c. Eid Committee Head shall create their committee once they've created a course of action.
  - i. General Tasks that must be delegated to the committee includes:
    - 1. Advertisement
      - a. Graphics
      - b. Videotography (optional)
    - 2. Logistics
    - 3. Funding
    - 4. Food
    - 5. Volunteer Recruitment
- d. Eid Committee is responsible for the following:
  - i. Plan and execute an Eid Prayer and Eid Celebration in accordance to MSA's principles.
  - ii. Abide by the Code of Conduct included in the Preamble.
  - iii. Fill out the necessary funding applications to cover the costs of the events.
    - 1. Communicate with Treasurer and SOLE Advisor as need be.
  - iv. Communicate with the designated Board of Director(s) liason(s) throughout the process to ensure MSA Board's approval.
  - v. Communicate with the Programming Director on the venue that needs to be reserved.
  - vi. Eid Committee must be present at the events put on. An agreement amongst the committee shall be made if not every member can be present.

### **H. Education and Activism**

- a. The committee will be headed by the Programming Director and supported by the External Vice President
- b. Membership into the committee will be offered on a rolling basis
- c. The committee is responsible for the following:



- i. Organizing bi-quarterly events focusing on social justice and student activism.
- ii. Encouraging MSA members to view community and global issues through socially conscious lenses.
- iii. Abiding by the Code of Conduct included in the Preamble.
- iv. Fill out the necessary funding applications to cover the costs of the events.
  1. Communicate with Treasurer and SOLE Advisor as need be.

### **III. Clarifications to Voting Membership**

Voting members must attend a minimum of two events from at least two of the three events per quarter per year unless they provide proof of their inability to attend. Voting members may either attend events solely put on by the MSA or a mixture of MSA and MSA Projects events.

#### **A. Informative Events**

- a. Informative Events shall allow members of the community to be up-to-date on what is taking place within the MSA or its affiliated projects. Examples of informative events are as follows but not limited to:
  - i. MSA General Body Meetings
  - ii. MSA Project Orientations
  - iii. Beginning of the Year Banquet

#### **B. Educational Events**

- a. Educational Events can be put on by the MSA or its affiliated projects and shall allow members of the community to engage in new learning experiences. Examples of educational events are as follows but not limited to:
  - i. Events executed by the Educational and Activism Committee, Dawah Coordinator, and Transfer/Graduate Student Representatives
  - ii. Halaqas
  - iii. Back to Basics
  - iv. Qiyaams
  - v. Islam Awareness Week Events
  - vi. Friday Prayers

#### **C. Social Events**

- a. Social Events shall allow members of the community to bond with one another and strengthen the brotherhood/sisterhood. Examples of social events are as follows but not limited to:
  - i. Welcome Week Events
  - ii. Sisters/Brothers Retreat
  - iii. End of the Year Banquet
  - iv. MSA Eid Celebrations

- v. Iftars
- vi. Events executed by BAD/SAD
- vii. End of the Quarter Barbeque

**Signatories:**

- **Board of Directors**
  - *Kareem Ahmed President (2018-19)*
  - *Sufyan Tootla, Internal Vice President (2018-19)*
  - *Hassan Dajani, Finance Director (2018-19)*
  - *Ayesha Hamid, Programming Director (2018-19)*
  - *Ahmad Iqbal, Public Relations Director (2018-19)*
  - *Hafsa Zulfiqar, Secretary (2018-19)*
  - *Hanaan Osman, External Vice President (2018-19)*
  - *Usman Naz, Brothers Director (2018-2019)*
- **University Muslim Council**
  - *Sufyan Tootla, UMC Chairwoman (2018-19)*
  - *Saarah Khan, AMPD, Project Director (2018-19)*
  - *Aya Elarid, AMPD, Project Director (2018-19)*
  - *Alireedha Damji, BMP, Project Director (2018-19)*
  - *Fariha Hameed UMMA Volunteer Project, Project Director (2018-19)*
  - *Durana Saydee, MAPS, Project Assistant Coordinator (2018-19)*
  - *Kareem Ahmed, IYIP, Appointed Delegate (2018-2019)*
  - *Saira Shahid, Al-Talib, Appointed Delegate (2018-19)*
  - *Ayesha Hamid, FDI, Project Director (2018-19)*

**Constitution Committee members:**

- *Rasik Hussain, Head (2018)*