

2023-2024 Student Organization Constitution (COPY)

1. Student Organization Name *

Please enter full name AND any acronyms.

MSA Club

2. Organization Purpose *

The purpose of the MSA (Muslim Student Association) club is to provide a supportive and inclusive community for Muslim students on campus. It aims to foster a better understanding of Islam and its cultural aspects among students of all backgrounds. The organization promotes interfaith dialogue and collaboration to create a harmonious and diverse campus environment. Through events, discussions, and activities, the MSA club strives to build bridges of understanding and unity among students.

3. Membership Requirements (including any additional requirements for official voting members) *

Membership requirements may not discriminate against any protected class as defined by local, state, or federal regulation including but not limited to the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and the Rehabilitation Act of 1973.

Membership requirements may include a genuine interest in the goals and activities of the MSA club, a willingness to participate in events, and a respectful attitude towards fostering interfaith understanding and cultural diversity.

Duties of President and Financial Officer

4. Duties of Student Organization President *

The president of the MSA club is responsible for leading and coordinating club activities, presiding over meetings, representing the organization to the campus community, fostering a positive and inclusive environment, collaborating with other student groups, and overseeing the execution of the club's mission and objectives.

5. Duties of Financial Officer *

The financial officer of the MSA club is tasked with managing the club's budget, keeping accurate financial records, handling financial transactions, preparing budgets for events and activities, collaborating with the treasurer and other officers to ensure fiscal responsibility, and providing regular financial reports to the club members and relevant authorities as needed.

6. Does your club and any other officer positions other than President and Financial Officer *

- Yes, this student organization has additional officers
- No, these are the only officers for this student organization

Additional Officer #1

7. Title of Additional Officer #1 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Social media manager

8. Duties of Additional Officer #1 *

The social media manager officer of the MSA club is responsible for developing and implementing a social media strategy, creating engaging content to promote club events and activities, managing the club's online presence across various platforms, interacting with followers, and analyzing social media metrics to enhance outreach and visibility. Additionally, they may collaborate with other officers to coordinate online campaigns and maintain a positive and inclusive image for the club.

9. Does your student organization have any additional officers? *

- Yes, I will add another officer
- No, I have already entered information for all of my officers

Additional Officer #2

10. Title of Additional Officer #2 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Event Planner

11. Duties of Additional Officer #2 *

The event planner officer of the MSA club is responsible for conceptualizing, organizing, and executing events and activities, coordinating logistics such as venue bookings and catering, collaborating with other officers and members to ensure successful event outcomes, managing event budgets, and evaluating the overall effectiveness of each event. Additionally, they may work to create diverse and inclusive programs that align with the club's goals and engage the broader campus community.

12. Does your student organization have any additional officers? *

- Yes, I will add another officer
- No, I have already entered information for all of my officers

Additional Officer #3

13. Title of Additional Officer #3 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Public Relations Officer

14. Duties of Additional Officer #3 *

This role involves managing communication between the MSA club and the broader campus community, handling external relations, promoting the club's image, and collaborating with media outlets. The Public Relations Officer can also work on building partnerships, securing sponsorships, and enhancing the club's visibility within and beyond the campus.

15. Does your student organization have any additional officers? *

- Yes, I will add another officer
- No, I have already entered information for all of my officers

Officer Requirements

16. Officer Selection Procedures *

Please give a detailed description of the procedure for selecting of officers for your organization.

Officer selection procedures for the MSA club typically involve an open nomination period where members can express interest or nominate candidates, followed by a democratic voting process among club members to elect officers. The selection may also include interviews or presentations to assess candidates' qualifications and commitment to the organization's mission.

17. Office Eligibility Criteria *

Please describe in detail, any criteria and/or requirements for being considered for an officer position in this student organization. Ex: member for one year, attended all meetings, nominated by a member, complete an application, etc.

Eligibility criteria for MSA club officers often include active membership in the club, a minimum GPA requirement, commitment to the organization's mission and values, good standing with the university, and demonstrated leadership skills or involvement in previous club activities. Additionally, candidates may need to express their willingness to fulfill the responsibilities associated with the specific officer role they are seeking.

18. Officer Term *

How long is the term for officers. Ex: end of semester, end of academic year, etc.

1 semesters

19. Officer Removal Process *

Please give a detailed description of the process for removing an officer?

The officer removal process for the MSA club typically involves a formal review by the club's leadership or an appointed committee, assessing factors such as misconduct, neglect of duties, or violation of the organization's code of conduct. If grounds for removal are identified, a vote among club members may be conducted, and if a majority agrees, the officer in question may be removed from their position. The process should adhere to the club's bylaws and ensure fairness and transparency in decision-making.

Amendments

20. Process for Amending Student Organization Constitution *

The process for amending the MSA club's constitution typically involves the following steps:

1. Proposal: Any member of the club can propose an amendment to the constitution. This proposal should be in writing and include the specific changes or additions.
2. Review: The proposed amendment is reviewed by the club's leadership, often by the executive board or a designated committee, to ensure it aligns with the organization's goals and values.
3. Notification: Club members are notified of the proposed amendment and given a designated period to review and provide feedback or suggestions.
4. Discussion: A discussion or meeting is held to allow members to express their opinions on the proposed amendment. Amendments may be revised based on the feedback received.
5. Vote: A formal vote is conducted among club members to approve or reject the proposed amendment. The voting process should align with the club's bylaws and may require a specified majority for approval.
6. Documentation: If the amendment is approved, it is documented and incorporated into the constitution. The updated constitution is then distributed to all members.

This process ensures a democratic and transparent approach to amending the club's constitution, involving the input of its members. The specific steps may vary based on the club's bylaws and organizational structure.

21. Notification of Amendments to Constitution *

Please state how and when members of this organization will be notified of amendments to this constitution.

Notification of amendments to the MSA club's constitution typically involves informing all club members in a transparent and timely manner. The process may include:

1. **Written Communication:** The proposed amendments should be communicated in writing to all club members. This can be done through email, official club communication channels, or by distributing physical copies at a meeting.
2. **Meeting Announcement:** If applicable, an announcement should be made at a club meeting notifying members of the proposed amendments and providing details on how and when the discussion and vote will take place.
3. **Formal Notification of Vote:** Once the discussion period is complete, formally notify members of the upcoming vote on the amendments. Include details such as the date, time, and location of the vote, as well as any voting procedures.
4. **Voting Process:** Conduct the vote according to the club's bylaws, ensuring a fair and democratic process. This may involve a simple majority or a specified threshold for approval.
5. **Results Announcement:** After the vote, promptly announce the results to all members. If the amendments are approved, provide details on the changes and how they will be implemented.

By following these steps, the MSA club ensures that its members are well-informed about proposed changes to the constitution and have the opportunity to participate in the decision-making process.