

*In the Name of Allah, The Beneficent, The Merciful*

# Constitution

## University of Dayton Muslim Student Association

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*Let there arise out of you a band of people inviting to all that is good, enjoining what is right, and forbidding what is wrong: They are the ones to attain felicity. Be not like those who are divided amongst themselves and fall into disputations after receiving Clear Signs: For them is a dreadful penalty,-  
The Glorious Quran 3:104-5*

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### **PREAMBLE**

This document shall serve as the constitution of the University of Dayton Muslim Student Association, in order that the purpose of the association, as outlined in Article III of this document, is realized to its fullest extent.

### **ARTICLE I – NAME AND ESTABLISHMENT**

The name of the organization will be University of Dayton Muslim Student Association, henceforth referred to as the “MSA”.

### **ARTICLE II – AFFILIATION**

The MSA will function under the auspices of the Office of Student Involvement and Leadership at the University of Dayton (henceforth referred to as UD) and will strive to abide by all university policies and regulations.

### **ARTICLE III – PURPOSE**

The purpose and mission of the MSA shall be:

- 1) to act as a representative body of the Muslim student community at UD
- 2) to accommodate the religious and communal needs of the Muslim students on campus
- 3) to act as a resource on Islam to the UD community and to represent Islam in the best possible manner.
- 4) to sponsor programming and events that positively inform and educate the UD community about Islam, promoting understanding and interfaith harmony.
- 5) to sponsor programming and events that enhance the spiritual and religious wellbeing of Muslim students on campus.

## ARTICLE IV – MEMBERSHIP

The MSA openly admits all UD students to its membership and does not discriminate in admission to the society on the basis of race, religion, color, sex or national origin. However, certain officer positions and other privileges may only be open to Muslim members, as set forth in this constitution.

### A) Membership Rights and Privileges

- Members in good standing have the right to receive general body meeting notices and voice their opinions and concerns at general body MSA meetings in a respectful manner. They also have the right to be informed of the MSA’s activities via the mailing list, and the right to request participation in committees formed for specific events and programs. Moreover, all members **who are listed on the membership roster maintained by the secretary** have the right to vote at officer elections held towards the end of the school year.
- All students who have submitted their email addresses to be included on the MSA mailing list are deemed to be automatically included on the membership roster.
- The MSA will not solicit the collection of donations or membership fees from any of its student members for the purpose of financing MSA programs or activities.

## ARTICLE V – OFFICERS AND OPERATIONS OF THE SOCIETY

*Those who hearken to their Lord, and establish Salaat; **who (conduct) their affairs by mutual Consultation**; who spend out of what We bestow on them for Sustenance;  
The Glorious Quran 42:38*

In accordance with the election procedures, laid down in Article VII of this document, the MSA shall annually elect officers, who will collectively be referred to as the Majlis-Al-Shura (Consultative Council), henceforth referred to as “Shura”.

### A) Composition and Responsibilities of the Shura

The MSA Shura shall consist of the following individuals listed below along with their assigned responsibilities. However, it should be noted that officers may be expected to perform functions and assist in matters beyond their noted responsibilities, as deemed fit by the President in consultation with all members of the Shura.

#### **President:**

- Be the presiding officer of all meetings
- Appoint all committee chairpersons and make individual appointments with consultation of the Shura
- Be an ex-officio member of all committees
- Set the agenda of all MSA meetings
- Supervise all MSA affairs and be responsible for the administration of the association
- Be responsible for communication between the Office of Student Involvement and Leadership and the MSA

- Be responsible for communication with the MSA Faculty Advisor

**Vice-President:**

- Preside at all meetings and functions that the president cannot attend
- Act as an advisor to the President
- Assist the President in his/her responsibilities
- Serve as President in the event that the President resigns
- Be responsible for all on-campus room and table reservations

**Secretary:**

- Keep a record of all meetings of the MSA and send out the minutes of meetings to all relevant persons
- Supervise all arrangements for the holding of each meeting
- Maintain a list of voting and active members and handle incoming new members
- Maintain the mailing list and be in charge of informing members of the activities of the MSA and other items of interest

**Treasurer:**

- Keep a record of all funds of the MSA and be responsible for the funds in the MSA Bursar Account
- Be responsible for fundraising initiatives and dispense funds as approved by the Shura
- Present a state of accounts to the Shura or MSA Faculty Advisor upon request
- Commit to organizing at least one on-campus fundraising event a semester, with the help of other MSA members
- Reimbursing members for expenses they may have incurred on behalf of the association; which were pre-approved by the Shura

**Muslimah Representative**

- Represent the aspirations of the female Muslim students on campus
- Assist in any other matters as deemed fit by the President, in consultation with all members of the -Shura

**Commuter Student Representative**

- Act as a representative of Muslim students at UD who live off-campus
- Assist in any other matters as deemed fit by the President, in consultation with all members of the Shura

**International Student Representative**

- Act as a representative of the international Muslim students at UD
- Assist in any other matters as deemed fit by the President, in consultation with all members of the Shura

In addition to the above-mentioned positions, members may be elected to two other minor offices described below. However, officers in these positions shall not be considered members of the Shura. Moreover, the two offices below may be held concurrently by other office-holders in the Shura.

### **Webmaster**

- Be in charge of updating and maintaining the MSA website

### **Custodian of Prayer Room**

- Be in charge of the upkeep and maintenance of the Prayer Room on campus

## **B) Further Provisions**

- 1) Voting officers of the Shura must be full-time students at UD, capable of performing and executing the mission of the MSA as stipulated in Article III of this document
- 2) The President and Vice President must be active members of the MSA in good standing for at least one school year before elections
- 3) The Muslimah Affairs Representative Office may be held concurrently by another member of the Shura
- 4) Ex-officers of the MSA may serve as honorary advisors to the Shura
- 5) Only the following officer positions may be held by non-Muslim members:
  - Secretary
  - Treasurer
  - Webmaster

## **C) Consultation and Operations in Shura Meetings**

- A mutually acceptable and regular meeting time for the Shura should be decided upon by the newly elected members after the election process has been completed, and before the beginning of the next school year.
- All substantial issues should be put to an official vote and the President must run the meeting in the honest spirit of consultation, as instructed by the Glorious Quran in 42:38.
- In an official vote, each Shura member including the President will receive one vote. In the case of a tie, the President's vote will be the decisive. It will be up to the President's discretion on whether to call an official vote for an issue, take general consultation from all members present at the meeting, or use any other means of consultation in the operating of the meeting. However, if even one Shura member requests an official vote, the President must hold one regardless of how trivial the issue.
- The President, at his or her discretion may nominate non-voting members to attend Shura meetings for advisory purposes.
- The President, in consultation with the Shura should consider the formation of committees or task forces to focus on specific events and programs. All members of the MSA may be included in the committees.

## **D) General Body Meetings**

The President is responsible for facilitating at least two general body meetings of the MSA per semester, and should encourage the inclusion of general members in organizing committees.

## **E) Removal or Impeachment**

If any elected or appointed member has been found to violate any of the following principles, a hearing must be held. Such violations may be grounds for impeachment.

- Having missed an excessive number of meetings such that the Shura deems them unable to carry out the function of their position.
- Making decisions without taking Consultation in any number of critical decisions or in the case of the President not conducting the Shura meetings in the manner of Consultation prescribed in this constitution.
- Having abused funding privileges
- Not fulfilling the duties and responsibilities of their office as outlined in the constitution

### **E-1) Procedure for Impeachment from the Shura:**

- Every attempt should be made to correct the problem and the impeachment procedure should be used only as a last resort. Details of the entire process should remain confidential within the Shura and information regarding the case should not be discussed in public. All meetings regarding the case should be held in private so as to protect the reputation and dignity of the individual being impeached.
- The individual should be informed about the list of grievances against them be allowed to defend themselves against any grievances and allegations against them, at a Shura meeting. The individual has the right to resign at this point if they so choose in which case the procedure would end here.
- The impeachment decision should be put to an official vote. The individual in question should not be present during the vote. A written vote should be taken by the President (unless the issue involves the President in which case the Vice-President or Secretary should take the vote). At least 75% of the Shura members must vote in favor of impeachment.
- Next (in case of a successful vote), the faculty advisor must be informed of the list of grievances against the individual and the results of the impeachment vote. While he or she is expected to assent to the decision of the Shura, the advisor has the final say in matter and also determines the method of appointing a replacement officer, if need be.

## **ARTICLE VI – AMENDMENTS AND INTERPRETATION**

Amendments may be made to this constitution by a unanimous vote of the elected Shura members. Next, the official approval of the faculty advisor must be sought in order for the amendment to be implemented. The faculty advisor is expected to assent to the decision of the Shura members.

In the case of ambiguity regarding the interpretation of any sections of this constitution or a possible conflict between one or more sections, the current Shura interpretation will rule. If editing or rewording are necessary the Shura should follow the procedures for an amendment

## **ARTICLE VII – ELECTION PROCEDURES**

- 1) If the current MSA President is not seeking re-election, he or she may serve as the chairperson of the election meeting; otherwise Shura members should nominate an impartial person, preferably the faculty advisor, to conduct the elections.
- 2) All members wishing to run for an office must attend the election meeting to be eligible for election, barring unavoidable circumstances
- 3) At the start of the proceedings, the chairperson will seek the nomination of eligible members from the floor, starting with the position of the President. The nominations of individuals must be seconded by another member.
- 4) The chairperson will read out the description of the responsibilities of the office in question as given in the constitution before seeking nominations from the floor.
- 5) Members have the right to nominate themselves for an office, as long as they are seconded by another member.
- 6) Members also have the right to refuse a nomination of themselves by another member.
- 7) People may be nominated for up to two offices. But they will be asked to state their preference before vote counting begins, in case they receive the largest number of votes for both positions.
- 8) Once the nomination process is complete, all nominees will have the right to address the members briefly, and succinctly state why they think they should be elected for the office in question
- 9) Voting will be conducted via secret ballot
- 10) The vote - counting process will be completed on the spot by the chairperson in the presence of at least two witnesses, and members will be duly notified of the successful candidates.