

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

UW - Madison



~Constitution~

INTRODUCTION

We, the members of the Muslim Students Association [MSA], of the University of Wisconsin-Madison, have agreed to adopt the following by-laws as the constitution of our organization.

ARTICLE I: AIMS AND PURPOSES

The MSA shall be a non-for-profit organization. The aim and purpose of the MSA will be to serve the best interests of the students of the University of Wisconsin, Madison. Towards this end, the MSA shall

- Promote unity, understanding, and joint action among students, staff, faculty, and the greater Madison community
- Provide opportunities for charitable activities among students, staff, faculty, and the greater Madison community
- Provide educational opportunities for students, staff, faculty, and the greater Madison community.

ARTICLE II: AFFILIATION

The MSA shall serve as a chapter of the Muslim Students Association of the U.S. and Canada (henceforth referred to as the "MSA-National" [www.msa-natl.org]) and shall adhere to the by-laws and constitution of MSA-National.

It shall also serve as an independent associate of the Islamic Community of Madison Area (henceforth referred to as "ICMA").

It is neither an affiliate nor flagship of other University of Wisconsin system Muslim Students' Associations.

ARTICLE III: MEMBERSHIP

SECTION 1: Eligibility for membership

The general body of the MSA will consist of members as defined below:

Members are those who have met the following criteria, as interpreted by the Executive Committee, which shall not discriminate based age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin, religion, sexual orientation or veteran status, or other such characteristics not outlined as criteria of membership:

Members must:

- Be a University of Wisconsin, Madison student, staff, or faculty member
- Agree to adhere to the principles laid out in this charter
- Respect the organizational structure laid forth in this charter, and thereby follow outlined means of dissent

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

If any of these above criteria are not fulfilled during membership, the Executive Committee reserves the right to revoke a member's membership by means of unanimous consensus.

SECTION 2: HONORARY MEMBERS

Any individual or organization who does not meet the criteria of membership may be granted the status of honorary member by permission of the Executive Committee. The Executive Committee reserves the right to revoke the honorary membership of any individual or organization by means of simple majority vote.

All members of ICMA and MSA National are granted conditional honorary membership to MSA.

ARTICLE IV: OFFICE BEARERS

SECTION 1: MODEL

The Executive Committee of the MSA shall be elected for one year terms. The Executive Committee will be composed of the following positions that shall fulfill the stated duties and obligations.

SECTION 2: DUTIES OF THE PRESIDENT

The President shall be responsible for:

- The general management of all the activities of the MSA
- Calling and facilitating meetings of the Executive Committee and the general members meeting
- Controlling funds and expenses of the MSA as defined by Article

- Keeping up to date on all aspects of the MSA and with all committees and subcommittees. Coordinating all of these aspects and activities to achieve maximum efficiency, maintain direction of the entire organization, and to achieve the overall purpose and goals of the MSA.
- Acting as or appointing a spokesperson, as and when required
- Acting as or appointing the primary contact person of the MSA.

SECTION 3: DUTIES OF THE VICE-PRESIDENT

The Vice-President shall be responsible for:

- Assisting the President in the general management of all activities and/or events of the MSA
- Temporarily assuming the functions of the President when requested as such by him or her, or if the President is incapacitated. In the latter case, the Vice-President shall assume the Presidency for the remaining period of the term
- Acting as a liaison between the MSA and the ASM including but not limited to filling out grant applications for events and operations and being the primary spokesperson at ASM grant application hearings.

SECTION 4: DUTIES OF THE TREASURER

The Treasurer shall be responsible for:

- Maintaining the record of all the financial transactions of the Executive Committee, the expense accounts, and the reserve fund account and shall be responsible for systematic upkeep of books, writing disbursements, receipts, banking reconciliations and showing of increase of funds in statements to be made public.
- Collecting and depositing all the funds received on behalf of the Executive committee
- Countersigning all withdrawal checks of the MSA

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

- Presenting before the Executive Board a quarterly report on the status of the Association financial affairs, including in it anonymous donations and total donations received by the Association.
- Preparing the financial report at the end of the term of the Executive Committee and presenting it in the annual General Student meeting.
- Arranging for other avenues of funding, as and when required

SECTION 5: DUTIES OF THE PUBLIC RELATIONS OFFICER

The Public Relations officer shall be responsible for:

- Establishing an efficient link between the MSA and MSA-National and between the MSA and ICMA
- Maintaining a close working relationship with other student organizations on and off campus
- Working to co-sponsor events with other organizations

SECTION 6: DUTIES OF THE BROTHERS' AND SISTERS' EVENTS COORDINATORS

The Events Coordinators shall be responsible for:

The overall structuring and planning of any given event including but not limited to the following:

- Contacting the proposed speaker(s)
- Informing them of the topic(s) and content of their talk(s)
- Arranging for food, if required
- On the day of the event, making sure that everything is in order and all requirements have been met
- Evaluating an event and providing a feedback report to the Executive Committee

- Acting as a liaison between the MSA and the Central Reservations Office
- Arranging for boarding and lodging for any speakers that the MSA hosts for its events and activities

SECTION 7: DUTIES OF THE ADMINISTRATIVE OFFICER

The Administrative Officer shall be responsible for:

- Upkeep and maintenance of the MSA office including appointing and coordinating volunteers and their respective office hours
- Facilitating communication among members and between the Executive Committee and members
- Running and maintaining the MSA general body e-mail list

SECTION 8: DUTIES OF THE PUBLICITY CHAIR

The Publicity Chair shall be responsible for:

- All avenues of publicity including but not limited to making flyers, advertisements, contacting media organizations, e-mail lists etc. for any event or activity conducted or cosponsored by the MSA
- Maintaining a close working relationship with the media including but not limited to newspapers, radio stations and TV channels.

SECTION 9: DUTIES OF THE WEBMASTER:

The Webmaster shall be responsible for:

- Maintaining the MSA website at www.uw-msa.com

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

SECTION 10: DECISION MAKING

The decision on all matters in Executive Committee meetings shall be reached through parliamentary procedure with each member of the Executive Committee present in meeting voting on the matter.

The presence of two-thirds of the members of the Executive Committee shall constitute a quorum at any duly called meeting.

When the Executive Committee is not in session, the President shall take decisions after consulting with at least three other Executive Committee members and present such decisions in the next Executive Committee meeting for endorsement.

All decisions made by the Executive Committee are subject to a general body override, consisting of an expressed consensus of two-thirds majority of the organization's general body.

SECTION 11: RESIGNATIONS

In case a member of the executive committee resigns his/her position or is otherwise incapable of fulfilling his/her duties, all general members shall be contacted and asked to apply for the vacated position. The Executive Committee shall then review the applications and choose a successor by unanimous vote.

SECTION 12: IMPEACHMENT

Any member of the Executive may be removed from office if charges of a direct violation of this Constitution, gross misuse/misappropriation of funds, or obvious damage to the existence or interest of MSA are proven true.

Impeachment proceedings may be initiated by any member of the MSA, and must be seconded by an Executive Committee member. The Executive Committee, excluding the officer in question, shall then come to an unanimity minus one consensus.

If two or more of the remaining committee members do not vote for impeachment, the officer in question shall not be removed of their duties other than by general body override, as outlined in Section 10 of this article.

If motion is brought against multiple officers for the same charge, they shall be removed from voting on each other's impeachment.

ARTICLE V: FINANCE

SECTION 1: CONTRIBUTIONS/DONATIONS

The Executive Committee may accept any contribution in any form from any source consistent with the policies, principles and purposes of the MSA and the University of Wisconsin, Madison.

SECTION 2: USAGE OF FUNDS

All funds collected for a specific cause shall be used for the particular cause unless a consensus of the Executive Committee authorizes its use for a different purpose within the goals and objectives of the MSA.

SECTION 3: ACCOUNTS

The Association shall maintain the following interest free separate accounts.

1. Expense Accounts: Bank accounts for current expenses with limited operating budgets. These accounts are supplied with funds from the

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Reserve Fund or their own income. One signature is sufficient for withdrawals from these accounts.

2. The Reserve Fund Account: All of the MSA income, receipts, dues, all other incoming checks for cash and all donations. Any check withdrawals from this account shall be for deposited into the Expense Accounts or into the Deposit Account only.

SECTION 4: WITHDRAWAL OF FUNDS

All check withdrawals from the expense accounts and the reserve fund account shall be co-signed by the President and the Treasurer.

SECTION 5: AUTHORIZATION OF EXPENDITURES

The President shall not authorize expenditure of more than US \$ 500.00 on a single expense without the approval of the Executive Committee; nor shall he authorize total expenses on one occasion of more than US \$100.00 without the prior approval of the Executive Committee.

SECTION 6: AUDITORS

The Executive Committee shall nominate as auditors for the following fiscal year, two members who shall not run for posts in the Executive Committee for the year and who have basic knowledge and understanding of accounting and audit procedures. The auditors shall audit the MSA accounts continuously and submit a report to the members.

ARTICLE VI: AMENDMENTS

SECTION 1: PROPOSAL

A proposal for an amendment(s) to the constitution must be signed by at least five members and be presented to the entire Executive Committee. They will then review the matter and arrange to have it voted on by the members. It is incumbent on the executive committee to pursue the matter within one month of it first being brought to their attention.

SECTION 2: QUORUM

The quorum requirement for voting on amendments shall be 50% (fifty percent) of the total members plus one.

SECTION 3: VOTES NEEDED FOR AN AMENDMENT

An affirmative vote by $\frac{2}{3}$ of the members present shall be necessary for the adoption of any amendments.

SECTION 4: IF QUORUM IS NOT REACHED

If 50% (fifty percent) of the members are not present in a General Student Members meeting called for voting on the proposed amendment (s), another General Student members meeting shall be called for the same purposes within four weeks after the meeting, in which the quorum requirement as stated in Section 3 of this Article shall be waived and the proposed amendment (s) shall be discussed and adopted by a two-thirds majority of the members present.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

SECTION 5: PROPOSED AMENDMENTS CONFLICTING WITH SECTION 1

A proposal for amendment (s) that does not meet the conditions stated in Section 1 of this Article shall be kept on record for the next elected Executive Committee.

ARTICLE VII: ELECTIONS

SECTION 1: ELECTION TIME

Annual elections shall be held before the end of the spring semester. The out-going Executive committee shall formulate a transition plan but will hold no constitutional authority over decision-making following the elections, unless given that right by the new committee.

SECTION 2: ELECTION BOARD

The Executive Committee shall organize an election committee composed of four fair and impartial individuals who are not candidates for election shall oversee elections. These individuals shall be chosen at the Executive Committee's discretion, and need not be members of the Executive Committee or organization.

SECTION 3: ELECTION FORMAT

The election committee shall announce the format for elections two weeks in advance and conduct them in a just manner.

ARTICLE VIII: CONSTITUTION ADOPTION AND ENFORCEMENT

SECTION 1: ADOPTION

The constitution shall be adopted and in force, effective immediately after it has been approved by a simple majority of the total members on the roll of the MSA.

ARTICLE IX: DISSOLUTION

SECTION 1: DISSOLUTION

If a situation arises which makes the dissolution of the association inevitable, the advisory committee in ICMA shall call upon the MSA of the U.S. and Canada to handle the process of dissolution with the assistance of the committee. Any assets that are left after meeting all liabilities shall be transferred to the Muslim Students Association of the U.S. and Canada.

ARTICLE X: NOTES ON CHARTER

SECTION 1: TERMS

All reference to parliamentary terms used in this charter, such as “majority,” or “consensus,” shall be understood in their traditional sense as defined by Robert’s Rules of order. For instance:

A majority shall be understood as more than fifty percent of *all* votes, including abstained or ineligible votes.

A consensus shall be understood as an affirmation of a motion by all votes. Abstention does not create a consensus.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

ARTICLE XI: AMENDMENTS