



# MUSLIM STUDENTS ASSOCIATION AT MICHIGAN TECHNOLOGICAL UNIVERSITY

## **THE CONSTITUTION**

Approved by MSA general body on: 27 March 2010  
Approved by student activities office on: 21 July 2010  
Effective from: 21 July 2010



# MUSLIM STUDENTS ASSOCIATION

At Michigan Technological University  
We preach what we practice “peace, not prejudice”

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*In the Name of Allah, the Most Merciful, the Most Compassionate*

## **The Constitution**

### **Muslim Students Association**

### **Michigan Technological University**

## **ARTICLE I: NAME**

### **A. *Name of the Organization***

The official name of the organization will be Muslim Students Association, and will be abbreviated as MSA.

## **ARTICLE II: AIM AND PURPOSE**

- A. To promote friendship between the Muslim Students and Michigan Tech Community.
- B. To promote and enhance true spirit of Islamic Culture and traditions through displays, seminars, food fests etc. and active participation in Michigan Tech student community organized functions/ festivals.
- C. To organize Islamic Festivals and arrange get-togethers for Muslim Students/Community and/or Michigan Tech students/ faculty.
- D. Arrange Workshops / seminars on educational system and living environment/ traditions from Muslim Countries represented by MichiganTech students & faculty.
- E. To enhance the existing cooperation between the Muslim Students and Michigan Tech faculty.

## **ARTICLE III: MEMBERSHIP**

### **A. *Non-discrimination***

In compliance with Michigan Technological University’s Board of Control Equal Opportunity Policy effective July 16, 2009, the Association will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, or marital status. The organization must also be committed to the policy of not discriminating against disabled individuals or veterans.



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## B. MSA membership

MSA membership can be classified as:

- Regular Membership
  - Associate Membership
  - Honorary Membership
1. **Regular Membership:** All Michigan Tech students can be regular members of MSA. Regular members shall have the rights of voice, vote, and office holding as stated under ARTICLE IV.
  2. **Associate Membership:** Associated membership shall be open to MTU faculty and/or staff who support the purpose(s) and objective(s) of this organization. This type of member has the right of voice, but does not have the right to vote or hold office in the organization.
  3. **Honorary Membership:** The executive committee will have the right to give/ approve/ request Honorary Membership for families of regular and associate members, students outside Michigan Tech, local residents, members of other Islamic organizations and others. However, honorary members shall not have the right of voice, vote, and office holding.

## C. Membership Dues:

1. There will be no membership charges. However donations will be encouraged from members.
2. In case of insufficient fund, MSA president/ Acting president will have the right to request all members to pay a voluntary charges not exceeding the limits prescribed below:
  - a) Regular Members: \$10 per semester
  - b) Associate members: \$ 20 per semester
  - c) Honorary members: No charge.

## D. Good Standing:

Any member of MSA will be regarded as a member in good standing if he or she abides by the general rules of MSA, as laid out in this constitution. In case of breach of any rules, the executive committee shall have the right to cancel membership of any regular, associate or honorary member.



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## ***E. Duties of the MSA members***

- a) All MSA members are required to follow all the rules and regulations as laid down in this constitution and as announced by MTU.
- b) MSA members are not allowed to represent MSA on any forum without prior information/ approval from the executive committee.
- c) Members are encouraged to actively participate in all MSA functions/ programs.
- d) Any members shall not indulge in any activity that is against the spirit of the organization.

## **ARTICLE IV: OFFICE BEARERS**

### ***A. The Office bearers of the Executive Committee:***

- President
- Vice President
- Treasurer
- General Secretary

### ***B. The Office Bearers of the Associate Committee:***

- Webmaster
- Community Coordinator/ Public Relations Officer

### ***C. Nomination and Elections:***

1. Elections will be held only for the executive committee. The elected executive committee shall choose the associate committee, advisor and co-advisor (if any).
2. All regular members in good standing may nominate a MSA regular student member in good standing for any post in the Executive Committee.
3. Executive committee shall decide secret or open balloting for the elections.
4. Candidates shall be elected on simple plurality of voting members.
5. Only regular MSA members are considered voting members.
6. Term of MSA Office Bearers will be one year. Elections will be held after spring break and at least two weeks prior to the final exam week Spring Semester.
7. The new elected committee shall assume its duties from start of the fall semester.



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## ***D. Duties of MSA members and office bearers:***

### ***1. Duties of the president***

- a) To convene and preside all meetings.
- b) To look after the overall functioning and activities of the MSA.
- c) To provide effective leadership for the achievement of goals and objectives of the Association.
- d) To operate MSA's account in the absence of Treasurer.
- e) In case of any issue / dispute, president's decision shall be considered final

### ***2. Duties of the vice president***

- a) Will assume Presidential Charge in the absence of the President.
- b) To represent the Associate and Honorary Members of the Organization.
- c) To promote and publicize the goals and objectives of MSA among the non-student community of Houghton, Michigan Tech and its surrounding area.
- d) To work for a better understanding and cooperation between the student and non-student communities of Michigan Tech in particular and Houghton in general and its surrounding area.
- e) To provide maximum possible help in organizing all MSA functions.

### ***3. Duties of the treasurer***

- a) To operate the funds in MSA account for the purpose of creative activities with the consent/approval, of the President and Vice President of MSA.
- b) To efficiently manage and maintain all MSA funds and to keep record of all transactions made on the MSA account.
- c) Will assume Presidential Charge in the absence of the President and the Vice-President.
- d) Will be co-in charge of all the correspondence regarding MSA Activities along with secretary

### ***4. Duties of the secretary***

- a) Will coordinate the activities of MSA with the Michigan Tech student Members.
- b) Will organize seminars, functions, displays and initiate communication/information in this respect.



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- c) Will be co-in charge of all the correspondence regarding MSA Activities along with treasurer.
- d) Will maintain the proper documentation for MSA activities.
- e) Will hold election through proper channel, if the President quits/resigns office, more than one semester before the end of his/her term.

## 5. *Duties of the community coordinator/public relations officer*

- a) To coordinate between student and non-student members for arranging get-togethers.
- b) To extend all possible help from the non-student community and thus facilitate the efficient working of the executive Committee.
- c) To help organizing informational seminars / presentations regarding Islamic culture and traditions.

## 6. *Duties of the webmaster*

- a) To maintain and update MSA website and email list
- b) To ensure that information on MSA is current and accurate
- c) To handle the website enquiries.

## ***E. Impeachment***

1. A No-Confidence motion may be initiated against an office bearer of MSA if it is signed by at least one third of the total regular MSA members. The motion will be considered successful if it wins a fifty one percent majority of the total regular MSA members, in a General Body Meeting. The President will call such a meeting, if required.
2. If any office bearer, except the President, of the Executive committee resigns or is removed from office through a non-confidence motion, the President shall call a General Body meeting and hold elections for the vacant post. All nominations will be received at the General Body meeting, and will be decided upon by a simple majority of the members present.
3. If the President of the MSA resigns or is removed through a non-confidence motion, more than a semester before the end of the MSA term, the General Secretary will hold the elections for the office of President through proper channel.



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## ARTICLE V: ADVISOR

- A. The advisor shall be a full-time member of the faculty or staff of the University. He/she maintains continuity, offers guidance, helps cut through red tape, serves as a sounding board, assists officers, and is an all-around resource person.
- B. The elected executive board shall have the right to elect a new advisor or continue with the current advisor. The new board shall schedule a meeting with the advisor within the first two weeks of the fall term.
- C. The name of the desired advisor will be forwarded to Student Activities for approval.
- D. Responsibilities of the advisor are:
  - a) Assist officers in understanding their duties, administering programs and plans, organizing projects and making appropriate transitions.
  - b) Encourage use of parliamentary procedures and that meetings are run in an orderly, applying democratic principles.
  - c) Attend as many organization meetings and events as possible and be generally available to assist the organization.
  - d) Articulate campus policies and procedures and help cut through the red tape when necessary.
  - e) Maintain the ability to deal with the same issues each year, and remain fresh.
  - f) Be a facilitator both among officers and between officers and members.
  - g) Consult with individual students, when necessary.
  - h) Consult with other campus departments, if required.

## ARTICLE VI: OPERATING PROCEDURES

### A. *Meetings*

- 1. General Secretary will call all meetings of the Executive Committee and the Programming Committee to sort out matters like holding of various functions and cultural programs, and all details will be forwarded to the General Body Meeting, and a decision will be taken by a three fourth majority of the regular members present.
- 2. The quorum for the Executive Committee meetings would consist of three members of the Executive Committee of the MSA.
- 3. The quorum for the General Body Meetings of MSA will be one third of the total regular MSA members.



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## B. *Names and Functions of Various Committees of MSA.*

1. Membership and Promotion Committee: will consist of President, Vice President and Treasurer. Its function will be to grant membership and to promote goals and objectives of MSA.
2. Programming Committee: will consist of Vice President, General Secretary and Community Coordinator/public relations officer. Its function will be to work in close coordination with the President. This committee will be responsible for holding programs as specified in Article I.C.
3. Finance Committee: will consist of Treasurer and two other members nominated by the President and will look after the generation and operation of MSA funds.
4. The Executive Committee will have the power to appoint other Sub-Committees to deal with specific issues or events. The members of these committees will be appointed from the regular members of the Association and they will be accountable to the Executive Committee.

## ARTICLE VII: AMENDMENTS

- A. Any regular member in good standing may propose an amendment in the constitution.
- B. Amendment proposed should be in line with the general framework of MSA as well as Michigan Tech guidelines.
- C. Proposed amendments will be reviewed by the Executive Committee of MSA and will be forwarded for discussion in the General Body Meeting of the Association.
- D. The proposed amendment will be incorporated in the constitution, if two third of the regular members present, vote in favor of it. The quorum for this meeting will be one third of the total regular members of MSA.

## SECTION VIII: MISCELLANEOUS

- A. During the course of time, if a decision is to be taken which is not clearly mentioned in the constitution, the issue will be discussed in the meeting of the Executive Committee and will be considered approved if three out of four members of the Executive Committee vote in favor of it. However, the matter will be referred to the General Body if the Executive Committee fails to take a decision on the issue
- B. No liquor/pork will be served in any MSA organized functions due to religious restrictions
- C. The constitution / any amendment and/or by-laws will take effect when approved by the Office of Student Activities.