



Muslim Students Association

The University of Arizona

CONSTITUTION

Revised: November 25, 2023

ARTICLE I - Name

- A. The name of the association is the "Muslim Students Association" abbreviated as MSA and is located on the campus of the University of Arizona, Tucson, Arizona.
- B. This association shall be the University of Arizona Chapter of the Muslim Students Association of the USA.

ARTICLE II - Objectives

- A. The MSA Club at the University is committed to promoting cultural and religious understanding among its members and the wider campus community, while also serving as a voice for Muslim students on campus.
- B. As part of its mission, the MSA Club seeks to increase the confidence in the faith and religious heritage of its members by providing educational and cultural events that highlight the contributions of Muslim culture and history.
- C. The MSA Club also serves as a platform for organizing and providing facilities for religious and social activities, both on and off-campus, that promote the values of Islam and benefit the university community.
- D. By advocating for the needs and concerns of Muslim students, while also promoting dialogue and understanding with non-Muslim students, faculty, and staff, the MSA Club seeks to bridge the gap between religious and academic life on campus.

- E. Through its inclusive and welcoming environment, the MSA Club empowers its members to become active citizens and leaders in their communities, while also promoting cultural understanding and dialogue between Muslim and non-Muslim students.

ARTICLE III - Membership

- A. Any student at the University of Arizona is eligible for membership.
- B. Active membership is defined by enrolling in Collegiatelink and attending a minimum of three official MSA events per semester.
- C. Non-students may act as associate members, but may not vote or hold office.

ARTICLE IV – Policy Making and Amendment Process

- A. New policies or amendments shall be proposed to the board members during a scheduled board meeting. After discussing details with the individual or group of individuals proposing the policy or policy change, the idea will be presented to the entire club during a general assembly meeting. In order for the policy to be approved and implemented, it must require a simple majority (51% or more of all active members) with a quorum established.
- B. If the policy is not an amendment or addition to the constitution and its by-laws, the policy change will be recorded using another body of recorded documents that will be available to access by all members and nonmembers on the official website.
- C. Policies regarding specific events or projects will be recorded on the official Google Drive associated with the msauofa@gmail.com account which will contain the organizational structure for each event, including, but not limited to Lead event/project manager, committees, and duties of each committee (includes duties and responsibilities of each member of each committee), expected and approved budget, calendar/agenda for the event, any fliers or publicity, etc.
- D. Decisions, and policies will only be voted on and approved during official general and board meetings (with quorum established, by a simple majority vote). Decisions agreed upon outside of meetings will not be legitimized, nor will decisions made by single individuals on the board without the consent of the rest.

ARTICLE V – Board Members

I. Election of Board

Elected Positions:

- President
- Vice President
- Female Representative
- Treasurer
- Secretary

Appointed Positions:

- Dawah Chair
- Student Chair
- Media/Public Relations Chair
- Web Page Administrator
- Graduate Director
- Social Media Director
- Event Coordinator
- Sports Coordinator
- Outreach Coordinator
- Event Operator
- Innovation Lead

- A. All elected positions are voted on by either a written ballot or secure electronic form, with each active member casting a vote. A simple majority of votes constitutes victory.
- B. Board members are required to select three candidates from the current board to run for the presidency for the next academic year. When choosing presidential candidates, the following criteria must be met:
 - The candidate must be male.
 - The candidate should have demonstrated strong leadership experience.
 - The candidate must exhibit a strong Muslim character.
 - The candidate must be an active member of the community.
- C. Elected Officers will appoint remaining positions with the counsel of all members.

- D. Election of officers will take place during the 4th week of April.
- E. Officers will assume office for one academic year.
- F. Non-members and non-students are not eligible to vote.
- G. Holding office is limited to practicing Muslim students who are defined by those who follow the beliefs of Islam and the sunnah of the Prophet Muhammad ﷺ.

II. Recall of officers

- A. Officers are subject to recall for malfeasance in office either by Islamic standards then by University and campus policies and regulations.
- B. Recall procedures will be initiated at the request of 10% of active members.
- C. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
- D. A simple majority vote of all active board members voting must take place at the end of the hearing in order to be able to terminate the officer from their position.
- E. Decisions made outside of the MSA board could result in a hearing and a revocation of an officer(s) position.

ARTICLE VI – Election Procedure

- A. The Board will initiate the nomination process one month before the election date which takes place in the fourth week of April.
- B. All active members are eligible to nominate and to be nominated for any elected position (President is gender-specific).
- C. Each nominee must receive two nominations, for the respective position, from two different sources to be an eligible candidate.
- D. Nominees have seven days from the closing of the nomination process to

accept their candidacy.

- E. There must be at least one male and one female on the board of directors for the MSA to preside the following year.

ARTICLE VII – Amending the Constitution

- A. This constitution and by-laws may be amended by a 2/3 majority vote of those voting, a quorum being present. A quorum is defined as 75% of active members.
- B. Voting on amendments must be conducted after a minimum notice of 2 weeks.
- C. This organization will work in a democratic manner within the framework of University policies and procedures.
- D. Changes in the constitution must be approved by the Board of the Islamic Center of Tucson in alignment with Islamic principles.

ARTICLE VIII - Not-for-Profit Statement

- ❖ This is a not-for-profit organization.

ARTICLE IX - Statement of Non-discrimination

- ❖ This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office. Pursuant to Arizona Revised Statute 15-1863, religious or political student organizations may determine that ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are in furtherance of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. Pursuant to Section 106.14 of the regulations promulgated under Title IX of the US Education Act

Amendment of 1972, Social Greek Letter Organizations may limit membership based on gender.

ARTICLE X - Financial Obligations

- A. A majority of active voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.
- B. If dues are to be paid, they must be collected within one month of being assigned. Otherwise, the member is subject to losing their membership.
- C. Officers shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE XI – Statement of Non-Hazing

- ❖ This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE XII – Statement of Compliance with Campus Regulations

- ❖ This organization shall comply with the University and campus policies and regulations and local, state, and federal.

ARTICLE XIII – Statement of Arizona Board of Regents Code of Conduct

- ❖ This organization is subject to the Arizona Board of Regents Code of Conduct.

ARTICLE XIV – Affiliation with MSA National

- A. This organization will determine every year upon renewal of the club, whether or not to affiliate with the MSA National Organization. This will be based upon a yearly vote conducted in accordance with Article VII.
- B. This organization recognizes the University's right to examine the record of the parent organization, MSA National, or affiliates on other campuses.

BY-LAWS

I. Cabinet

- ❖ Members who are holding office are required to attend all weekly board meetings unless there is a valid reason.

A. President

1. Coordinates all activities of the organization.
2. Liaison to the University community.
3. Official representative of the organization.
4. Calls regular and special meetings.
5. Presides at all meetings.
6. Prepares agenda for meetings.
7. Is the owner of a listserv and assigns a moderator.
8. Organizes Lectures
9. Financial Oversight
10. Assigns **ACTIVITIES COORDINATOR**:
 - a) to assist in coordinating activities
 - b) assumes his/her responsibility in his/her absence.

B. Vice President

1. **Assume the duties of the president**, when necessary.
2. **Assists the president in coordinating activities.**
3. **Promote participation and encourage involvement.**
4. Maintains accurate and **current information about the organization and membership.**
5. Keep **accurate minutes** of each meeting and forward copies to other officers in the absence of the secretary.
6. Keep **attendance records** for meetings in the absence of the secretary.
7. Assists in the Organization of all MSA events
8. Actively coordinates with University and community events
9. Suggest new activities for the MSA to begin or become involved in.

C. Female Representative

1. **Represents the interests and concerns** of female members within the organization.
2. Ensures that all activities and events are inclusive and respectful of Islamic principles, particularly in matters concerning **gender interaction and modesty.**
3. **Organizes and oversees women-specific programs,** including

educational, spiritual, and social events, ensuring they align with Islamic teachings.

4. Acts as a **liaison between female members and the board**, facilitating communication and understanding.
5. Provides support and guidance to female members, particularly in matters related to **Islamic practices and community involvement**.
6. Collaborates with other chairs and coordinators to ensure events and activities are accommodating and respectful of the needs of female members.
7. Encourages active participation of women in all organizational activities, **ensuring their voices are heard** and considered in decision-making processes.
8. Upholds and promotes Islamic values and etiquette within the organization, serving as a role model for other members.
9. Works towards creating a **safe and welcoming environment** for women, addressing any issues related to gender-based challenges or concerns.

D. Secretary

1. Keep **accurate minutes of each meeting** and forward copies to other officers.
2. Keep **attendance** records for meetings and events
3. Keep a **record of present MSA members**
4. Organization of the MSA office and **maintaining records of MSA activities**.

E. Treasurer

1. Liaison with **ASUA** for the purpose of organizational **funding**.
2. Maintains **accurate and current accounts** of all organizational funds.
3. Responsible for dispensing funds per the organization's goals and programs.
4. Suggest and maintain **fundraising activities**.
5. Contact for community **fundraising events**.

F. Dawah Chair

1. Plans and organizes educational and spiritual programs for members.
2. Collaborates with religious leaders for guest lectures or seminars.
3. Coordinates Dawah (outreach) activities to educate and engage the broader community.
4. Manages resources like books and materials for Dawah purposes.

G. Student Chair

1. Addresses the needs and concerns of student members.
2. Organizes student-centric activities and workshops.
3. Acts as a liaison between the student body and the board.
4. Advocates for student interests within the organization.

H. Media/Public Relations Chair

1. Manages all external communications and public relations efforts.
2. Develop press releases and manage media inquiries.
3. Builds and maintains relationships with media outlets.
4. Represent the organization at public events and media engagements.

I. Web Page Administrator

1. Maintains and updates the organization's website.
2. Ensures the website is user-friendly and up-to-date with the latest information.
3. Manages online content and oversees web design.
4. Monitors website traffic and user engagement.

J. Graduate Director

1. Focuses on the needs and engagement of graduate student members.
2. Plans events and initiatives tailored for graduate students.
3. Facilitates networking opportunities for professional and academic growth.
4. Represents graduate student concerns and perspectives to the board.

K. Social Media Director

1. Create informative flyers to advertise events
2. Manage and respond to inquiries via Instagram and email
3. Create engaging content, including capturing video footage at events to be posted on various social media platforms as reels, stories, and posts
4. Interact with followers in a timely and professional manner to build and maintain relationships

L. Event Coordinator

1. Plans organizes, and oversees various organizational events.
2. Coordinates logistics, venue, and scheduling for events.
3. Works with other team members for event promotion and execution.
4. Ensures smooth operation and successful outcome of events.

M. Sports Coordinator

1. Organizes sports activities and tournaments.
2. Promotes physical wellness and sportsmanship among members.
3. Coordinates with facilities for sports event logistics.
4. Engages members in regular sports activities and team building.

N. Outreach Coordinator

1. Advertise MSA on campus to spread Islamic values and build a sense of community
2. Maintain relationships with other clubs, organizations, and individuals to increase participation in club events and activities
3. Establish and maintain regular communication with existing members to keep them informed about the club's events.
4. Attend events and meetings to represent the club and network with other potential members (not sure if they have to attend the meetings)
5. Plan and execute events that specifically target international Muslim students from diverse backgrounds.

O. Event Operator

1. Handles the technical and operational aspects of events.
2. Ensures all equipment and materials are prepared and functioning.
3. Coordinates with vendors and service providers for event needs.
4. Manages event set-up and tear-down processes.

P. Innovation Lead

1. Drives innovation and new initiatives within the organization.
2. Researches and proposes new technologies or methods to enhance operations.
3. Encourages creative thinking and problem-solving among members.
4. Oversees the implementation of innovative projects and ideas.

II. Meetings

- ❖ Meetings will be open to all organization active and associate members, faculty, and the Center for Student Involvement & Leadership representatives. A notice of at least 1 week will be given prior to all meetings. The meetings are to be organized and controlled by officers, who are required to be present at all meetings unless otherwise.
- ❖ A hadith recorded by Imam Nawawi was written on the prohibition against two people conversing to the exclusion of a third without his permission except in case of need. It is the same if two people speak in a language that he does not understand.

Ibn 'Umar reported that the Messenger of Allah ﷺ, said, "When there are three together, two should not speak privately to the exclusion of the third." [Agreed upon]. During meetings as well as any other MSA event, a common language (preferably English) will be used to not exclude other members. Speaking to other members in other languages excludes those

who cannot understand, and will not be tolerated during meetings or MSA events.