**Article I– Establishment and Name**

The name of the organization will be the Muslim Students Association henceforth referred to as MSA. As an Islamic institution it will strive to conduct itself in accordance with the Qur’an and Sunnah. In such a capacity the organization is bound first and foremost by the aforementioned sources.

**Article II– Affiliation**

The MSA will function under the auspices of the Office of Student Programs in all matters related to the successful fulfillment of its mission and will abide by all policies set forth by Georgetown University in accordance with its mission. In those matters permitting a closer interaction with the Campus Ministry, the MSA will actively seek the Campus Ministry’s cooperation in its activities so as to strengthen the MSA’s ability to fulfill its mission as outlined in Article III.

**Article III– Objectives**

The objectives of this organization are to provide a means for Muslims at Georgetown University to fulfill their obligations to Islam:

• To create an environment on campus that will foster the development and growth of the diverse Muslim community at Georgetown University.

* To provide Muslims with proper accommodations to fulfill religious obligations including maintenance of the Prayer room, the organization of the Friday prayer, as well as any accommodations for Ramadan.
* To sponsor programming and events that positively contribute to the development of Islam and Muslims on campus. This may include lectures, panel discussions, halaqas (Islamic discussion groups) as well as social events.
* To act as a resource to the whole campus community and represent Islam in the best possible manner.
* To actively engage both Muslims and non-Muslims in a portrayal of the message of Islam as completely and accurately as possible.

**Article IV- Membership**

The MSA openly admits undergraduate students to its membership and does not discriminate on the basis of race, creed, color, sex, or national origin.

**Regular:** Membership shall be limited to persons officially connected with the University as enrolled undergraduate students. Only regular members have voting rights.

**Honorary:** The MSA may elect an honorary member from outside the University to recognize any person who has given distinguished service to the organization.

**Associate:** The MSA also recognizes the significant Muslim population at Georgetown University that does not fall under the category of regular membership. The MSA invites interested graduate students, faculty members, staff personnel, and alumni to actively participate in the organization. Such members will henceforth be recognized as Associate members.

**Article V– Internal Structure General Body:** The general body shall consist of those individuals who have been accepted as members in accordance with the provisions listed under Article IV. Regular members shall be the main policy-making body of MSA. It may, however, for the smoother running of its affairs, delegate this authority to the various components as outlined herein. All actions taken by any officer may be approved, rejected, or amended by this body.

**Executive Board:** The Board shall be the executive body of MSA and shall consist of at least five officers elected by the regular members of MSA.

**Article VI– Officers Eligibility:** Voting officers of MSA must be full-time undergraduate students at Georgetown University capable of sincerely performing and executing the mission of the MSA as stipulated in Article III of this document. They must be regular members in good standing prior to being considered for office.

The President, in consultation with the Board, may appoint other non-voting officers if necessary. Non-voting officers must be full-time undergraduate students enrolled at Georgetown University and must be regular members in good standing prior to being considered for office. The board shall execute its commitments in accordance with the principles of shura (consultation) outlined in the Qur’an and Sunnah.

**Removal:** Any officer of the MSA in violation of the organization’s purpose or constitution may be removed from office by the following process:

a) A written request by at least ten (10) members of the organization to the Executive Board stating the reasons for removal.

b) Written notification by the Executive Board to the officer

of the request, asking the officer to be present at the next

meeting prepared to speak in their own defense c) Written notification to the membership by the Executive

Board d) After due deliberation, the Executive Board, minus the

officer in question, will present its recommendation to a general body meeting called for this purpose. The quorum for this meeting shall be at least two-fifths (2/5) of the regular members in MSA in good standing of which a 2/3 majority vote is necessary to remove the officer.

The President, in consultation with the Board, reserves the right to remove non-voting officers.

**Article VII– Amendments**

Amendments may be proposed to the constitution by a) At least ten (10) regular members in good standing b) The MSA Executive Board

After due deliberation, the Executive Board will present its recommendation to a general body meeting called for this purpose. The announcement for a meeting for a constitutional change must take place at least one week prior to the meeting. The quorum for this meeting shall be at least two-fifths (2/5) of the regular members in MSA in good standing, of which a 2/3 majority will be needed to amend the constitution. The amendments will become effective immediately upon adoption and adjournment of the general body in which it is passed.

**Bylaws Article I– Dues**Members of MSA shall pay dues and assessments as determined by the Executive Board. All interested undergraduate students must pay the set amount per election year to qualify for regular membership in good standing. Associate and honorary members will not be required to pay dues. In those years in which the Board chooses not to set dues, interested undergraduate students are exempted from this requirement.

**Article II– Meetings General Body:** The date and place of the meeting will be decided by the Executive Board. The meeting will be announced at least one week in advance. At any general meeting of MSA, the membership may direct the Board to appoint committees that pertain to the aims and objectives of the Association. A quorum shall constitute the presence of at least two-fifths (2/5) of the regular members of MSA. A simple majority of those present will be required for adoption of a resolution. To override a Board action, a majority of two-thirds (2/3) of those voting will be considered affirmative.

**Executive Board:** The Board shall meet at a time determined by its voting officers. The Board may also be called into session at any time by the President or any three (3) members of the Board. MSA Board meetings may be attended by any member of the MSA. A quorum of the Board shall constitute of no less than fifty (50) percent of its voting members, one of whom must be the President or Vice-President. Officers may vote in absentia provided that they submit a signed confirmation of their vote. Board meetings will be scheduled once a week. These meetings will be open to all MSA members. The Board can also decide to schedule other meeting times; attendance at these meetings is at the discretion of the board and may be closed.

**Article III– Duties of Officers**

The voting officers of this association shall have the following duties: **President:**

1. Be the presiding officer of all meetings

1. Appoint all committee chairpersons and make individual  appointments with consultation of the Executive Board
2. Be an ex-officio member of all committees
3. Set the agenda of all MSA meetings
4. Attend 90% of all meetings

**Vice-President:**

1. Preside at all meetings and functions that the president cannot attend

2. Act as an advisor to the President 3. Serve as President in the event that the President resigns

**Secretary:**

1. Keep a record of all meetings of MSA

1. Supervise all arrangements for the holding of each meeting  in compliance with the constitution and bylaws
2. Conduct membership drives and update the directory
3. Maintain a list of voting and active members and handle  incoming new members
4. Maintain email server list.

**Treasurer:**

1. Keep a record of all funds of MSA

1. Dispense funds as approved by the Executive Board and  under direction from the Office of Student Programs
2. Present a state of accounts to the Executive Board or  General Body upon request
3. Notify each member of their financial obligations, including  dues and other costs

**Public Relations**

1. Supervise and execute all announcements of programming or meetings to the members and larger community.

1. Remain in touch with campus media groups and academic departments.
2. The non-voting officers of the organization shall have the following duties:

**Past-Officers:**

1. Act as advisors to the Executive Board

**Class Councilors (4):**

The President, in consultation with the Executive Board, may

appoint a representative from each undergraduate class. Their duties include:

1. Serve as a conduit between the constituency and the Executive Board.

2. Find key ways to mobilize grass-roots support for MSA activities.

3. Contribute to the organization and running of MSA activities.

4. Assist the secretary in membership drives.

**Article IV– Standing Committees**

To facilitate discussion and planning, the Executive Council shall maintain standing committees comprised of a chairperson and other members. The chairperson shall be a regular member in good standing while any member- regular, honorary, or associate- may sit on a committee. Standing committees may only make recommendations to the Executive Board.

**Article V– Relationship to Faculty Advisor**

MSA may select a member of the faculty in good standing from the University to advise the Association on matters relating to the pursuit of its mission. The Executive Board will nominate a candidate and will present him or her to the General Body for approval. A quorum shall constitute two-fifths (2/5) of the regular members of MSA, and 2/3 vote is necessary to approve the action. The faculty advisor retains their position for a maximum of two years, upon which their position can be renewed through voting procedures. The removal of a faculty advisor shall require a meeting of the general body in which a two-fifths (2/5) of the regular members shall constitute a quorum. A 2/3 vote is necessary to remove the faculty advisor. It is not necessary for the MSA to maintain a faculty advisor position.

**The Faculty Advisor Shall Have The Following Duties:**

1. Advise the Association in all matters relating to the pursuit of its mission.

2. Serve as an advocate for the Association in Georgetown University.

3. Attend at least one general body meeting per semester.

**Article VI– Relationship to Imam (Campus Ministry)**

MSA recognizes the important role that Campus Ministry fulfills in Georgetown University and affirms that it provides a positive resource for the enrichment of the Muslim common life on campus. The Campus Ministry is a source of guidance and spiritual leadership that provides MSA with advice, programs, financial resources, and an opportunity to engage other faiths. The Muslim Imam of the Campus Ministry shall serve as a liaison between the MSA and Campus Ministry.

**Article VII– Elections Voting Eligibility:** Only those members meeting all requirements of regular membership under Article IV of the Constitution and Article I of the bylaws will be eligible to vote.

**Election:** The election will be held by the general body on an annual basis no later than February 15 of each academic year. The President will take nominations from the floor, the nomination process must be closed, and the movement seconded. The nominated parties will be allowed to vote if they are eligible voting members. The elections will be conducted by secret ballot and a simple majority will determine election to an office. Votes shall be tabulated by the secretary and one MSA voting member appointed by the outgoing president. No member can be elected to any office unless enrolled in classes at Georgetown campus during the semester.

**Run-Off:** In the case that a majority of votes is not achieved by any candidate, a run-off election will be conducted between the top two candidates receiving the most votes. New names will neither be sought or added to the list of candidates indicated on the original ballot for the post in consideration. The reelection will be conducted by the same voters present and no new votes will be allowed.

**Terms:** All candidates will be limited to a one-year term. Term of office will begin two weeks from the date of election and end when new members take office the following year.

**Article VIII– Vacancies**

An office of MSA shall be declared vacant by the Executive Board when an officer resigns or becomes unable to carry out duties of the office for reasons of health or otherwise. The Executive Board shall fill a vacant post under the following guidelines:

**President:** The Vice-President shall succeed to the presidency for the un-expired term. If the VP declines, the Board shall choose a new President from the elected Board members.

**Vice-President, Secretary, Treasurer, Public Relations:** The vacancy will be filled by a special election to be directed by the President in accordance with Article VII of the Bylaws.

**Class Representatives:** The President, in consultation with the Executive Board, shall appoint a new representative immediately.

**Article IX– Finances and Records**

Funds for meetings and expenses of MSA shall be raised from the Student Activities Commission’s annual allocation, Campus Ministry, annual dues if necessary, special assessments, and voluntary contributions.

MSA will submit a budget to the appropriate office of the student program advisory board on an annual basis and request funding appropriate for the effective operation of MSA. MSA will conduct all financial activities in accordance with Islam as well as with university policy and place all funds in its university account. MSA funds and records will be handled and managed exclusively by the MSA Executive Board under the direction of the Office of Student Programs.