

# Constitution for the Muslim Students Association at Georgia Tech

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Created November 1, 1999  
Revised April 25, 2017

## **Article I – Name**

This organization will be known as Muslim Students Association at Georgia Tech, hereafter referred to as MSA.

## **Article II – Purpose**

The purpose of the Muslim Students Association is to:

- A. Recognizing that the religion of Islam constitutes its own distinct and independent culture, the purpose of the Muslim Students Association shall be to promote the religion of Islam and its teachings. According to Merriam Webster’s Dictionary, the definition of a culture is, “the customary beliefs, social forms, and material traits of a racial, religious or social group.” Islam is the way of life for all Muslims, independent from race or nationality. Hence, the Georgia Tech Muslim Students Association seeks to focus on Islam as a whole.
- B. To liaise with Muslim students who intend to come to Georgia Tech and to provide them necessary information and clarification whenever required.
- C. To assist arriving Muslim students in initial settlement and to familiarize them with Georgia Tech and Atlanta.
- D. To hold functions and get-togethers, on a regular basis, in order to develop a well-knit Muslim student community and to provide the students with an Islamic atmosphere to promote building a stronger brotherhood and sisterhood among Muslims.
- E. To keep Muslim students current with affairs concerning Islamic culture.
- F. To hold events to engage with the greater Georgia Tech and Atlanta community, including other students and faculty that educates on and displays Muslim art and culture.
- G. The MSA is a non-partisan student organization that also seeks to engage with the campus community to educate others about Islam to build bridges of understanding between people of different backgrounds.

## **Article III - Membership**

- A. Members of the MSA will be Georgia Tech students who meet eligibility requirements for participation in extra-curricular activities as stated in the GT Catalog and SGA policies. Only Georgia Tech students who fulfill membership requirements in Item III.D can vote or hold office.
- B. Associate members may be GT faculty, staff, or alumni, their spouses or domestic partners, and spouses or domestic partners of student members. Associate members may not vote or hold office.
- C. There will be no maximum number of members. Membership of the MSA will be open to all students of Georgia Tech, regardless of faith. Students of all other cultures, religions, and nationalities who desire to interact with the Muslim community and/or learn about Islam will be welcome to join the organization.
- D. Membership will take effect when an interested party signs the membership roster (e.g. joins the MSA page on Orgsync) and pays all dues set for the semester.

## **Article IV – Officers**

**Section 1.** According to the GT Catalog, students can only run for, and hold office if they are in good standing with the Institute (academically and non-academically).

**Section 2.** An Executive Board comprised of Officers will govern the activities of the organization, and the specific duties of the Officers will be as follows:

A. President:

- a. The President will be the executive officer of the Executive Board and will have general supervision of the affairs of the MSA and will preside at meetings.
- b. The President will represent the organization at conferences, conventions and faculty or alumni meetings.
- c. The President will coordinate the activities of the officers of the association.
- d. The President will set goals for the association and be responsible for their attainment.
- e. The President will liaise with the Student Government and the Student Activities Committee and will further the interests of the association.
- f. The President will be responsible to fulfill the requirements imposed upon the association for the purposes of registration and continued functioning.
- g. The President will oversee the expenditure of funds of the association and will supervise the accounting and prevention of the misuse of the same.
- h. The President will coordinate executive officer transitions (including selection of elections committee).

B. Vice-Presidents (Brother's/Sister's):

- a. The Vice-Presidents will be the junior executive officer and will act on the behalf of the President in the event of his/her absence.
- b. The Vice Presidents will assist the President in conduct of his or her duties.
- c. The Vice Presidents will be responsible for the detailed planning of the functions and events.
- d. The Vice Presidents will supervise the reception of the fresh arrivals at GT who are Muslim and will provide guidance and help them acclimate to GT.
- e. The Vice President will provide necessary assistance and advice to the members of the association who wish to participate in various events.
- f. Brother's Vice President oversees jumu'ah (Friday Prayer) and coordinates with the khateeb planner

C. Secretary:

- a. The Secretary will record the proceedings of each meeting, distribute the minutes to the members, and maintain the membership roster.
- b. The Secretary will send invitations and other letters pertaining to events and functions.
- c. The Secretary will organize written communication with the incoming Muslim arrivals at Georgia Tech.
- d. The Secretary will carry out all other tasks assigned to him or her by the President.
- e. The Secretary will be responsible for soliciting new emails for the MSA list.

D. Treasurer:

- a. The Treasurer will maintain records of all revenue and expenditures and ensure that generally accepted accounting practices and monetary controls are in place and will keep check on expenditures to see that funds are not misused.
- b. The Treasurer will be responsible for maintaining the accounts of the association and making payments to vendors and services involved in MSA event planning.
- c. The Treasurer will collect dues.
- d. The Treasurer will ensure that all dues are paid by members.
- e. The Treasurer will keep the accounts ready for any ordered or scheduled audit and explain discrepancies, if any.
- f. The Treasurer will be responsible for fundraising/donation solicitation for the MSA, and may work with the Philanthropy Chair and/or a Fundraising Committee to achieve this.

E. Communications Chair:

- a. The Communications Chair will keep the social media accounts up to date with the latest in events and announcements.
  - b. The Communications Chair will monitor the social media accounts for any inappropriate activity and take action if necessary.
  - c. The Communications Chair will keep the website up to date with the latest events and information.
  - d. The Communications Chair will be responsible for designing and distributing (both physical and online) flyers for events.
  - e. The Communications Chair will work with the President (as needed) to draft and send the weekly MSA newsletter.
- F. Philanthropy and Interfaith Chair
- a. The Philanthropy and Interfaith Chair will organize volunteering/charity events for the MSA to participate.
  - b. The Philanthropy and Interfaith Chair will be responsible for organizing community outreach events, including interfaith events, throughout campus/Atlanta.
  - c. The Philanthropy and Interfaith Chair will strive to foster an environment of selflessness and service in the MSA.
- G. Other Officers
- a. Other officer positions shall be created at any time when the need arises. Some positions that could exist include Social Secretary, Dawah Secretary, and Administrative Liaison. The requirement for the creation of another officer position shall be introduced by the President and/or Vice President and must be agreed upon by a simple majority of the officers.

## **Article V– Officer Elections**

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than one month before finals.
- B. Election timeline and nomination processes must be announced to members at least two weeks prior to the elections meeting.
- C. Any student member may campaign or be nominated for any position on the Executive Board. The candidate names will be distributed to organization members at least 24 hours prior to the election meeting.
- D. The candidate for each office receiving a majority of votes cast through the Orgsync poll will be considered the victor. If no candidate receives a majority vote, then there will be a run-off between the two candidates with the most votes. The candidate who receives the most votes will be the victor. If there is a tie, the highest ranking outgoing officer not involved in the run-off will make the final decision. No member can be elected to more than one position on the Executive Board at one time. The Orgsync poll for election will be open for one week.
- E. New officers take office at the beginning of the summer right after Spring finals end and remain in office until the end of the next spring semester. Between the end of the election cycle in the Spring and the beginning of summer the current board will organize a transition meeting for all outgoing and incoming officers.
- F. If a position remains unfilled after the elections process the President will appoint a member to the position or re-assign duties to another officer.

## **Article V– Officer Selections**

**Section 1** The selection of officers for the forthcoming year will take place four weeks prior to finals.

**Section 2** All positions, within the Executive Board will be opened to all due-paying Student Members for the selection process. The process will consist of three parts: a nomination window for all Executive Board positions, time for nominees to accept or reject their nomination, and lastly the election of all Executive Board members via Orgsync poll of MSA members.

The position of President has an additional step, in which the top two candidates (by number of votes cast) will undergo an interview led by the current President and up to two additional Executive Board members not involved in the ongoing election. After the interviews for President, a majority vote of the current Executive Board not running for the President position will determine the winner. The time frame for the selection of Presidential candidates (those who have accepted nomination) will be shorter than for other Executive Board positions to give time for those that lose in the Presidential election to be eligible to run for other Executive Board positions.

- A. Rubrics for the Executive positions will be released to all members one week prior to the nomination window opening. The nomination window for all Executive Board positions will stay open for one week, and nominees will have up to a week to accept or reject their nomination. In order to accept a nomination, the nominee must answer platform/interview questions sent to them for their position, the answers to which will be shared to the general MSA body during the Orgsync poll election.
- B. Presidential nominees have a shorter amount of time to accept their nomination, and their election will begin before the nomination acceptance window for other Executive Board positions closes so they can run for an Executive Board position if they lose the President position.
- C. New Executive Board members, except President, will be chosen by a simple majority of MSA members who complete an OrgSync election poll.
- D. The President will be determined between the top two candidates from the OrgSync poll, and each will be interviewed by the current President and two Executive Board members (or past officers, that are still Georgia Tech students, at the current President's discretion), granted none are running for the position themselves. After interviews, the new President will be selected by a simple majority of the full current Executive Board, minus those running for the position.
  - a. If a resolution for a position cannot be reached, the other positions will be selected, and the selected incoming officers will be included in the next vote.
  - b. If a resolution still cannot be reached, the highest ranking outgoing (**or incoming**) member of the Executive Board will make the final decision.
- E. No member can be elected to more than one position on the Executive Board at one time.
- F. If a position remains unfilled after the elections process the President will appoint a member to the position or re-assign duties to another officer.

#### **Article VI- Officer Removal**

- A. If an officer fails to maintain Institute requirements as stated in the GT Catalog and Article 4 Section 1, he or she shall resign immediately.
- B. If it is believed that an officer is not fulfilling his or her constitutional duties, then a petition requesting his or her removal must be signed by at least half of the voting membership or Executive Board and presented at a general meeting or Executive Board meeting depending on the origin of the petition. Then, upon verification of the validity of the petition, by the Advisor, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.
- C. The Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be held. If at least two-thirds of the voting members present vote for removal, the officer shall be removed effective immediately.
- D. If the President is removed or resigns, an Executive Board meeting will be held to select the next President. At the meeting, both Vice-Presidents will speak on why they should be elected. Then, a secret ballot vote of the Executive Board (with the exclusion of the former President and both Vice-Presidents) shall be held. A simple

majority of the vote will determine which Vice-President will take his/her place in the interim until the next election cycle. Remaining vacant positions will be nominated by the membership and voted on in accordance with Article V at the next meeting. In this case, the victor will take office immediately following the election and will fulfill the term of the officer that he or she is replacing.

### **Article VII- Committees**

- A. Committees may be created as necessary by the President for specific events and projects not to last longer than the current officer term.
- B. Each committee will have a chair, as appointed by the President.
- C. Any member or officer may be selected as a committee chair.
- D. Any number of members may be on a committee, as determined by the President and committee chair.

### **Article VIII – Advisor**

- A. A full-time salaried GT faculty or staff member will serve as Advisor to the organization.
- B. Nominations for Advisor will take place within the Executive Board. An Advisor will be chosen within two weeks of a vacancy. The Executive Board will choose the Advisor by a majority vote and invite him/her to serve as Advisor for the next academic year.
- C. During officer elections, the organization will vote on whether to continue the Advisor appointment or not. The vote must be a majority of those voting in order to retain the Advisor for the next academic year.
- D. The duties of Advisor include: meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and Georgia Tech policy.
- E. The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisor. If there is a majority vote, then the Advisor will be removed.
- F. If an Advisor steps down, is removed, or is not re-appointed, the Executive Board will follow the process stated in Article VIII, B.

### **Article IX - Dues**

Dues will be determined at the beginning of the year by a majority vote of the Executive Board but will not be less than the required amount designated by the Student Government Association Joint Finance Committee Policy. Dues are to be paid by the third week of the semester or by the second week of membership.

### **Article X – Parliamentary Procedure**

Robert’s Rules of Order will be used in instances not covered in this constitution.

### **Article XI – Constitutional Amendments**

- A. Amendments to the constitution shall be submitted by members of this organization to the Executive Board in writing for consideration.
- B. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any vote on changes in the constitution.
- C. A four-fifths vote of Executive Board members will be required for adoption.
- D. Amendments are subject to the approval of the Student Government Association and the Student Activities Committee.