

MSA CONSTITUTION

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1. The Muslim Student Association at California State University Fullerton

Section 2. The purpose of this organization is to provide a warm environment for the development and networking of Muslims on campus while fostering tight-knit sense of brotherhood and sisterhood that will last beyond college years in order to grow stronger in their faith. The MSA recognizes that students are at varied levels in their own faith and we are welcoming to all, regardless of the extent of one's religious knowledge or determination. Above all, Islam means submission to God, and our ultimate goal is to seek His pleasure through our activities.

ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

Section 1. Membership in the organization shall be open to all those regularly-enrolled at California State University, Fullerton who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Section 2. Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

Section 3. There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.

Section 3. There shall be two types of membership in the organization: board member and general member.

Section 4. Voting membership is limited to regularly enrolled students at California State University, Fullerton.

Section 5. Any eligible CSU Fullerton student, faculty or staff member who attends our meetings and events and is on the current email list is considered a member.

Section 6. Any member may be suspended or expelled from the organization for conduct that is obviously contrary to the Constitution of MSA or for conduct that impairs the rights of the members to enjoy the benefits of the organization. Also conduct that defames the religion of Islam or its members. After the offense is submitted to the organization, the offending member has the right to a 24 hour notice of a

hearing before his/her peers at a regular meeting and the offending member may be suspended or expelled by a 2/3 affirmative vote of the voting members present.

ARTICLE III. OFFICERS

Section 1. The elected officers of the organization shall be the President, Vice President, Treasurer, Secretary and other officers as necessary. The term of office will be one year beginning August 15th.

Section 2. Powers and Duties of Officers:

Clause 1. The President presides over all board and general meetings (must be present), oversees that all activities of the MSA are in line with Islamic principles and the mission statement. Develops, along with the Board, goals for the year and oversees evaluation of progress. Shall co-sign all expenditures from the MSA budget along with the Treasurer, and official paperwork. Serves as the main MSA spokesperson for both on campus and off campus correspondence.

Clause 2. The Vice President is responsible for arranging or following up on campus and off campus activities, and assumes the duties of the president in his/her absence.

Clause 3. The Treasurer conducts, spends, and keeps records of all finances, issues receipts, provides financial information whenever needed, and is responsible for establishing and maintaining an account in the name of MSA.

Clause 4. The secretary keeps proper records, reports significant activities to the Executive Committee, prepares and distributes the meeting minutes, ensures meetings are following the agenda, responsible for keeping the MSA listserv updated.

Section 3. Officer qualifications (President and Treasurer only);

Clause 1. The President and Treasurer of the Student Organization are required to meet the minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor's Office.

- a. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.
- b. Officers must maintain a minimum cumulative 2.0 grade point average each term.
- c. Officers must be in good standing and must not be on probation of any kind.
- d. Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.

- e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.

Section 4. Petition by 1/3 of total number of members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a “special election”. Recall requires an affirmative vote of 2/3 of total voting membership.

Section 5. In the event an elected officer is unable to fulfill his/her term of office, there will be a “special election” for that position. Any eligible member, including those already holding office, can be nominated for a vacated officer position.

ARTICLE IV. MEETINGS

Section 1. Regular meetings are scheduled at least once a month during the academic year.

Section 2. Special meetings are called by any elected officer or by 5% of the voting members of the organization. All members must be given a minimum of 48 hours (2 working days) prior to the Special Meeting time.

Section 3. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 2% of the voting membership.

ARTICLE V. ELECTIONS

Section 1. Officers are elected once an academic year. Elections are held at the end of each academic year for the following year’s term.

Section 2. At least one week’s notice will be provided for any meeting at which an election is held.

Section 3. Votes will be cast by secret ballot and counted by the advisor or an unbiased member or committee.

Section 4. A candidate must receive at least 51% of the votes or if necessary runoff elections will be held.

ARTICLE VI. ADVISORS

Section 1. Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as advisor to this organization.

Section 2. The advisor will serve a term of one academic year and is selected at the same time as the officers of the organization.

Section 3. The advisor may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting.

Section 4. A staff member from the Dean of Students Office or a School Based Assistant Dean may be assigned to work with this organization to assist the faculty advisor and organization.

ARTICLE VII. DUES

Section 1. This organization can assess membership fees. Assessments are determined each semester or each academic year by a quorum of the membership at its regularly scheduled organization meeting.

Section 2. All money must be deposited into an Associated Students, Incorporated Accounting Office agency account. *(The University does not recognize off-campus bank accounts for student organizations at CSU Fullerton.)*

VI. Officer Description

Officer positions include two groups, the Executive Board and the Standing Committee Chairs.

VI.I. Executive Board

1. **President:** Presides over all board and general meetings (must be present), oversees that all activities of the MSA are in line with Islamic principles and the mission statement. Develops, along with the Board, goals for the year and oversees evaluation of progress. Shall co-sign all expenditures from the MSA budget along with the Treasurer, and official paperwork. Serves as the main MSA spokesperson for both on campus and off campus correspondence.
2. **Vice President:** Responsible for arranging or following up on campus and off campus activities, and assumes the duties of the president in his/her absence.
3. **Secretary:** Keeps proper records, reports significant activities to the Executive Committee, prepares and distributes the meeting minutes, ensures meetings are following the agenda, responsible for keeping the MSA listserv updated.
4. **Treasurer:** Conducts, spends, and keeps records of all finances, issues receipts, provides financial information whenever needed, and is responsible for establishing and maintaining an account in the name of MSA.
5. **Public Relations Officer:** Publicizes MSA events, conducts all interactions with other student organizations on behalf of the MSA, and is the representative of MSA to AICA. The Public

Relations Officer shall assist the Secretary in all forms of public communication including social media, and will be responsible for forming a Marketing Committee.

VI.II. Standing Committee Chairs

1. **Historian:** Takes pictures at MSA events, stores in secure place available for the Public Relations Officer. Additionally is responsible for making a power point for the banquet and scrapbook at the end of the year.
2. **Da'wah Chair:** To set up Da'wah Table once a week on Titan Walk; to coordinate, schedule, and ensure the set-up, break-down, and schedule of the Da'wah Table.
3. **Education Chair:** To host an Islam fundamentals class, to establish and maintain a revert retention plan, and to coordinate halaqahs.
4. **Event Coordinator Chair:** Works directly with VP to organize volunteer and general social events, to work with other chairs to create an MSA calendar
5. **AICA Council Rep** To represent MSA at AICA, in order to get funding, collaborate, provide contact with other cultural/religious organizations on campus
6. **MSA WEST Rep** To represent CSUF MSA at MSA West meetings, collaborate, provide contact with the other MSA's in California

ARTICLE VIII. METHOD TO AMEND THE CONSTITUTION

Section 1. Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.

Section 2. Approval by 2/3 of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

Section 3. A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Dean of Students Office at CSU Fullerton every 2 years or within 90 days after any substantive change or amendment.

ARTICLE IX. DISBURSAL OF ORGANIZATION ASSETS

Section 1. In the event the "Sample Organization" should become defunct, all assets will be turned over to the CSU Fullerton Associated Students, Inc., to be used to promote student programming on campus.

ARTICLE XII. APPROVAL

Section 1. This constitution was approved on "list date here".