

Muslim Student Association

ARTICLE I: **NAME**

- 1.1 The name of the club/organization shall be Muslim Student Association at the University of Kentucky. All social media handles will be UKYMSA.

ARTICLE II: **PURPOSE**

- 2.1 Endeavor to make Islamic teachings known to all.
- 2.2 Promote friendly relations between Muslims and the community at large
- 2.3 Promote unity and joint action among the Muslims
- 2.4 Educate, mobilize, and coordinate students to struggle against injustice and oppression
- 2.5 Conduct social, cultural, religious and other activities in the best traditions of Islam.

ARTICLE III: **SEPARATION OF POWERS**

- 3.1 The club/organization shall consist of the general membership, the Executive Council/Board, and all committees and commissions of the club/organization.

ARTICLE IV: **MEMBERSHIP**

- 4.1 Eligibility
 - 4.1.1 The club/organization membership shall consist of any and all members of the University of Kentucky community **(must be non-discriminatory AND membership is restricted to students, faculty and/or staff only)**.
 - 4.1.2 Alumni and community members may serve as "Associate" members only.
- 4.2 Dues
 - 4.2.1 All dues that are paid before midterm of fall semester are \$20. After Fall midterm the cost of dues increases to \$25.
 - 4.2.2 Exceptions will be made for certain circumstances.
 - 4.2.3 Dues must be paid by the member in person to an officer or via online payment method.
 - 4.2.4 No one may pay the dues for another member by advanced payment and/or reimbursement.
 - 4.2.5 The dues of one member may only be paid for by another member if the due payment causes a financial burden is unable to afford it.
- 4.3 Attendance Records
 - 4.3.1 A member has three weeks to verify attendance of an event with a board member. After three weeks the member cannot appeal for attendance to be counted for that event.
 - 4.3.2 Members are responsible for maintaining accurate record of their attendance.
- 4.4 Alumni Association
 - 4.4.1 Membership shall be granted to all alumni who had a history of activism in the organization and enrolled in the UKY MSA Alumni Association. Membership may be assigned by executive committee approval.

- 4.4.2 Alumni membership eligibility subject to change as deemed necessary by the Executive Committee.

ARTICLE V: **MEETINGS**

- 5.1 Regular meetings shall be held once a month in an on-campus location.
- 5.2 Meetings shall be called by executive committee
- 5.3 Meetings must be announced 1 week prior to the meeting to the general membership.
- 5.4 Executive Committee Meetings
 - 5.4.1 The only required attendants of the Executive Committee Meetings are the Executive Board Officers.
- 5.5 Quorum of Executive Committee Meetings
 - 5.5.1 In the case of events that involve a large financial investment from the MSA, or events that could potentially significantly alter the future of the MSA, all Executive Committee Officers are required to be present for discussions and votes in order for an action to take place.

ARTICLE VI: **EXECUTIVE COMMITTEE/BOARD**

- 6.1 Membership - the Executive Committee/Board shall consist of President, Vice President, Chief of Staff, Treasurer, Campus Outreach Chair, Halaqa Chair, Social Chair, Public Relations Chair, Community Service Chair, Student International Chair, and two Graduate Representatives
- 6.2 Duties and Responsibilities
 - 6.2.1 Conduct the general management of the affairs and purposes of the club/organization.
 - 6.2.2 Prepare the agenda for meetings.
 - 6.2.3 Inform members of meetings.
 - 6.2.4 Help organize events

ARTICLE VII: **OFFICERS**

The officers of (club/organization) shall be elected by majority of the membership. All officers are required to uphold Islamic and Leadership standards. Additionally, all officers must adhere to the Official Code of Conduct. Only University of Kentucky students (full or part-time, undergraduate or graduate/professional) may serve as officers.

- 7.1 President
 - 7.1.1 Is the chief executive officer of the club/organization
 - 7.1.2 Has the responsibility of the good and efficient management of the club/organization.
 - 7.1.3 Serves as the official representative of the club/organization.
 - 7.1.4 Presides over all meetings.
 - 7.1.5 Appoints all committees and commissions of the club/organization with the advice and consent of the membership.
 - 7.1.6 Is a non-voting, ex-officio member of all committees.
- 7.2 Vice President
 - 7.2.1 Performs the duties of President in his/her absence.

- 7.2.2 Assumes all other duties assigned by the President.
- 7.3 Chief of Staff
 - 7.3.1 Records all minutes of the club/organization meetings.
 - 7.3.2 Carries on correspondence of club/organization.
 - 7.3.3 Preserves letters, paper and documents of the club/organization.
 - 7.3.4 Complies the agenda for the Executive Board meetings and notifies the members of meeting dates.
 - 7.3.5 Has the responsibility of appointing a Deputy Chief of Staff and assigning duties as necessary.
 - 7.3.6 Assumes all other related duties assigned by the President/Vice President.
- 7.4 Treasurer
 - 7.4.1 Oversees the receipts and disbursements of the club/organization's funds and keeps an accurate itemized account thereof.
 - 7.4.2 The treasurer must make sure the MSA complies with the regulations and duties of a 501(3)(c) non-profit organization.
 - 7.4.3 Assumes all other related duties as delegated by the President/Vice President.
- 7.5 Campus Outreach Chair
 - 7.5.1 Assumes all related duties as delegated by the President/Vice President.
- 7.6 Community Service Chair
 - 7.6.1 Assumes all related duties as delegated by the President/Vice President.
- 7.7 Public Relations Chair
 - 7.7.1 Assumes all related duties as delegated by the President/Vice President.
- 7.8 Social Chair
 - 7.8.1 Assumes all related duties as delegated by the President/Vice President.
- 7.9 Halaqa Chair
 - 7.9.1 Assumes all related duties as delegated by the President/Vice President.
- 7.10 Student International Chair
 - 7.10.1 Assumes all related duties as delegated by the President/Vice President.
- 7.11 Graduate School Representatives
 - 7.11.1 Must be in a graduate/professional program at the University of Kentucky.
 - 7.11.2 Responsible for spearheading the Alumni Association.
 - 7.11.3 Assumes all related duties as delegated by the President/Vice President.
- 7.12 Terms of Office
 - 7.12.1 Officers elected by the membership shall serve one year beginning after the end of the year banquet until the next year's banquet.
- 7.12 Officer Code of Conduct
 - 7.12.1 Officers are required to address one another and speak to one another in a respectful manner
 - 7.12.2 Officers are expected to maintain good character and remain dedicated in furthering the interests of the Muslim Student Association.
 - 7.12.3 Officers shall use funds in an appropriate and efficient manner. Spending money on non-MSA items and/or personal items is strictly prohibited.
 - 7.12.4 All belief systems, regardless of one's own, must be dealt with the highest level of

respect. Absolutely no one is to be discriminated against.

7.12.5 Since the board is representative of the Muslim student population at the University of Kentucky, they are expected to adhere to moral and ethical conduct in line with Islamic Principles. These principles include but are not limited to the following items: Looking for innovative solutions, catering to the needs of the MSA body, accepting the outcomes of processes even when they are against what one wants, seeking advice, relinquishing attachment to outcomes and increasing focus on the work put in.

7.12.6 All officers may not perform any action that is not in line with the University of Kentucky's own policies.

ARTICLE VIII: **ELECTIONS**

8.1 Officer Eligibility

8.1.1 Any full or part-time (undergraduate or graduate/professional) UK student member of the club/organization may run for office assuming they meet the criteria of membership. The person must have zero academic violations on their academic record.

8.2 Nominations

8.2.1 Nominees can only initially sign up to run for one position.

8.2.2 Nominations must be submitted by indicated last day for submissions.

8.2.3 All nominees must be in good standing for running by the nomination submission deadline.

8.2.4 Nominees will be announced immediately after the deadline for nominations on the official UKYMSA Facebook page and the UKYMSA website.

8.2.5 All nominees will be given an entry on the official UKYMSA website for them to describe their platform and their prospective position which will be posted within a day of the nominee deadline submission. The platform description will be an answer the candidate wrote on their own application.

8.2.6 The Board will determine deadlines and the application window based on circumstances during the Spring semester.

8.3 Election Meeting

8.3.1 Elections will occur at a separate event prior to the End-of-Year Banquet.

8.3.2 No one is allowed to speak on behalf or in favor of a person running for a position unless that running candidate is unable to attend the election.

8.3.3 A trickle-down approach will be taken for persons wanting to run for a position other than the one that they were nominated for. However, the person may only trickle down to one position.

8.3.4 Tie-breaking committee consists of three highest positions present at the election meeting. This most typically consists of the President and the Two Graduate School Representatives. If there is only one graduate school representative, the Vice President will serve as a substitute.

8.3.5 Voting will be conducted through an online polling system.

8.4 Voting Rights

8.4.1 Voting shall be open to all members who have met and maintained membership requirements.

- 8.4.2 Good standing for voting consists of having met the following criteria: 5 hours of community service with the MSA per semester, 1 halaqa per semester, 1 Social Meeting per semester, and paid dues.
- 8.4.3 Members must be in good standing by the nomination deadline to be eligible to vote.
- 8.4.4 Requirements are subject to change if deemed necessary by the board.
- 8.4.5 The three highest positions present at the elections are not permitted to participate in the voting process. This is most typically the President and both Graduate Representatives
- 8.5 Running Rights
 - 8.5.1 Good standing for running for all positions except President consists of having met the following criteria: 10 hours of community service with the MSA per semester, 3 Halaqas per semester, 3 Social Meetings per semester, and paid dues.
 - 8.5.2 Presidential candidacy requirements include the stipulations in 8.5.1 plus must have served as an executive board/council member for at least one year.
 - 8.5.3 The only requirement for applying and running for a graduate representative position is being in a graduate program at the University of Kentucky
- 8.6 Campaigning
 - 8.6.1 Candidates are permitted to encourage voter turnout and promote themselves via direct message or face-to-face contact.
 - 8.6.2 Candidates are not permitted to utilize any social media platform for self promotion.
 - 8.6.2 Bribery and slandering will result in immediate disqualification.
- 8.7 Transition
 - 8.7.1 The period between the election meeting and the End-of-Year banquet will be utilized to train the newly elected officers in order to ensure a smooth transition from year to year.
 - 8.7.2 Newly election officers will officially assume responsibilities after the End-of-Year banquet.

ARTICLE IX: **IMPEACHMENT**

- 9.1 If any elected or appointed member has been found to perform any one of the following actions, he/she will be subject to impeachment by the executive committee.
 - 9.1.1 Consistent violation of the Officer Code of Conduct (7.12) such that they can be deemed unworthy to serve as a leader and/or representing the MSA.
 - 9.1.2 Having missed an excessive number of meetings such that the Executive Board deems them unable to carry out the function of their position.
 - 9.1.3 Excessive lateness (8 or more meetings showing up at least 20 minutes late) at Executive Board Meetings without a legitimate excuse.
 - 9.1.4 Having abused funding privileges.
 - 9.1.5 Not fulfilling the duties and responsibilities of their office as outlined in the MSA constitution.
 - 9.1.6 Instigating conflicts without reason or upsetting the positive relationships within the MSA.
 - 9.1.7 Condoning of any hatred, violence, or any other despicable act towards another

person or group.

9.2 Impeachment protocols:

- 9.2.1 Every attempt must be made to correct and rectify the existing problem. Impeachment shall be employed only as a last resort.
 - 9.2.2 The details of the process and conditions that the impeached member violated shall remain confidential and shall not be disclosed to anyone outside of the executive committee. This is to uphold and maintain the dignity of the individual as well as that of the MSA.
 - 9.2.3 The individual shall be provided an opportunity to defend themselves against the alleged charges. The individual also has the right to resign at any point during this process. Impeachment, but not resignation, disqualifies person from pursuing positions on the MSA Executive Committee for the upcoming election.
 - 9.2.4 An executive board meeting with all officers, including the graduate representatives but not including the individual being charged, must be held.
 - 9.2.5 If $\frac{2}{3}$ of the individuals present at that meeting vote for impeachment of the individual charged, that individual may be removed from office.
- 9.3 Replacement of Impeached Individual
- 9.3.1 In the event that the individual impeached is President, the Vice-President will assume Presidential duties until the end of that given term.
 - 9.3.2 In the event that the individual impeached held a Chair position, then the most active member of their committee should be first choice to assume the Chair position.
 - 9.3.3 In all other circumstances, the Executive Board may appoint a willing individual to assume the vacated role for the remainder of that term.

ARTICLE X: RESOLUTION OF CONFLICTS

- 10.1 Internal conflict of any sort within the Executive Committee or General Membership will be resolved with pertinent individuals in a private setting.
- 10.1.2 Pertinent individuals include but are not limited to: people in conflict, president, vice-president, and graduate school representatives.
- 10.1.3 The contents of this meeting will remain strictly confidential.

ARTICLE XI: GROUP MESSAGING ETIQUETTE

- 11.1 9-9 Rule
 - 11.1.1 MSA group chats will open for messaging from 9 AM to 9 PM only except in special cases rendering messaging outside of this window necessary as determined by any board member.
- 11.2 Respect
 - 11.2.1 All members in a groupchat are expected to speak to others with the highest level of respect. Any defamation will not be tolerated.
- 11.3 Professionalism
 - 11.3.1 The group chats are for professional purposes. Jokes should be limited and shall not distract from the task at hand.
 - 11.3.2 Group Chats are not allowed to be utilized for campaigning purposes.

