

McSA CONSTITUTION

Article I - Name, Nature and Goals

Section 1: Name

This organization shall be known as the Muslim-cultural Students Association of Northwestern University (NU), hereinafter referred to as McSA.

Section 2: Nature McSA shall be a cultural, social, and educational organization pursuant to Associated Student Government (ASG) rules and regulations.

Section 3: Goals

A. The primary goals of the McSA are to increase awareness of Islamic culture at Northwestern University and to provide an Islamic environment for Muslim students. Towards this end McSA shall strive:

1. To present Islamic heritage and provide a forum for discussion among NU students in order to promote understanding.
2. To foster unity among the McSA and other NU student organizations, faculty, and administration and encourage cooperation and coordination of events.
3. To promote the human values that Islam emphasizes: community, equality, justice, mercy, compassion, and peace.

Article II - Membership

Section 1: Field of membership

McSA membership is open to all Northwestern University students interested in promoting the aforementioned goals of the McSA. Section 2: Membership categories A. McSA shall have three membership categories:

1. Supporting member: A member who has attended less than two official McSA events or has not paid membership dues.
2. Voting member: A member who has attended two or more official McSA events and has paid membership dues.
3. Executive Board member: A voting member who has been duly elected or appointed for the current term in accordance with Article V or Article IV, Section 5C, respectively.

Article III - Officers

Section 1: Officers

The Officers of the McSA shall be the President, Executive Vice-President, Administrative Vice-President, Public Relations Vice-President, External Relations Vice-President, Treasurer, Secretary, and ASG Senator.

Section 2: President

A. The President is the chief executive officer, spokesperson, and primary representative of the McSA.

B. The President shall fulfill the following duties:

1. Oversee coordination of McSA activities and ensure the chairpersons and Officers fulfill their duties
2. Organize, give notice for, and preside over Executive Board meetings
3. Address urgent McSA matters, make emergency decisions, and present these matters and decisions to the Executive Board at its next meeting
4. Supervise the expenditure of McSA funds
5. Complete paperwork necessary for McSA operations, including signing checks
6. Send weekly emails to the DEEN listserv to inform the community of McSA updates

Section 3. Vice-Presidents

A. There shall be four Vice-Presidents: Executive Vice-President, Administrative Vice-President, Public Relations Vice-President, and External Relations Vice-President. The Vice-Presidents will collectively be responsible for all aspects of event planning and coordination.

B. The Executive Vice-President shall be primarily concerned with increasing awareness of Islamic culture. This is done specifically by organizing the three major speaking events, hosted by the McSA including Spring, Fall, and Winter speakers. This includes:

1. Contracting
2. Organizing financial constraints. Petitioning the SAFC if necessary
3. Coordinating day-of activities
4. Personally dealing with invited guests, ensuring lodging, transport, and all other accommodations
5. Reserving hotels, airfare, venues, etc as the event requires
6. Organize and coordinate all firesides and other events during Discover Islam Week (DIW), including the keynote Winter Speaker
7. Document event successes for annual review

C. The Administrative Vice-President shall be primarily concerned with promoting unity within the McSA. The Administrative Vice-President shall fulfill the following duties:

1. Organize weekly General Body Meetings (GBMs), with the exception of finals weeks and weeks with special events. Historically, GBMs have fallen under the umbrellas of social and spiritual.
 - a. Social GBMs have the intention of uniting the Northwestern Muslim community; they should foster brother- and sisterhood and provide a halal social alternative to some of the other opportunities on campus.
 - b. Spiritual GBMs are programming that promotes a better understanding of Islam covering issues about which the community wants to gain knowledge.
2. Arrange special events such as Spring Brunch, Senior Picnic, Senior Dinner, Eid Dinners
3. Make arrangements for Iftars and Taraweeh during Ramadan
4. Make equipment and room reservations as per McSA requirements

D. The Public Relations Vice-President shall be primarily concerned with heightening the profile of the McSA through the promotion of McSA events and increasing social media presence. The Public Relations Vice-President shall fulfill the following duties:

1. Publicize major events through print advertising, digital advertising and word of mouth publicity
2. Publicize minor events
3. Maintain and frequently update the McSA website, Youtube account, and Twitter
4. Design and sell McSA apparel

E. The External Relations Vice-President shall be primarily concerned with heightening the profile of the McSA in the greater Northwestern and Chicago communities. The External Relations Vice-President shall fulfill the following duties:

1. Strengthen McSA's relationship with the greater Northwestern student population, particularly other minority communities under Multicultural Student Affairs (MSA) and other religious communities
 - a. In regards to MSA communities, this includes yet is not limited to:
 - i. Being one of McSA's representative to the Coalition of Colors and ensuring that an underclassman (ie freshman or sophomore) is the second representative
 - ii. Collaborating with other minority groups in terms of programming projects that affect the entire multicultural community
 - iii. Being aware of MSA's (the department) and other minority organizations' programming so that McSA does not have a conflicting event
 - iv. Doing all that is necessary to ensure that McSA has a heightened profile within the multicultural community by taking the initiative to make yourself known to the leaders of the prominent minority organizations and therefore solidifying a strong relationship between McSA and the respective minority group
 - b. In regards to Religious communities, this includes yet is not limited to:
 - i. Working with Hillel, Christian groups (including Sheil's student groups), etc in terms of interfaith dialogue, programming, projects, fundraisers, etc
 - ii. Doing all that is necessary to ensure that McSA is well known to the prominent religious organizations by taking the initiative to make yourself known to the leaders of the prominent organizations and therefore solidifying a strong relationship between McSA and the respective religious group

- c. Strengthen McSA's relationship with the greater Chicago-land Ummah (ie Chicago based Muslim organizations and Chicagoland MSAs). This includes yet is not limited to:
 - 1. Taking on the role as Northwestern's MSA Chicago Advisory Board representative
- d. Strengthen McSA's relationship with the Northwestern University Muslim Alumni (NUMA). This includes yet is not limited to:
 - 1. Maintaining the Alumni database
 - 2. Programming an event for Alumni and current NU undergrads to network at least once a quarter (ie. Homecoming weekend)
 - 3. Acting as McSA's liaison to NUMA
- e. Strengthen McSA's relationship with the parents of McSA's student body. This includes yet is not limited to:
 - 1. Maintaining a database of the parents of all current McSA undergraduates
 - 2. Updating them at least once a quarter on McSA happenings
- f. Strengthen McSA's relationship with the Muslim graduate students of Northwestern University. This includes yet is not limited to:
 - 1. Maintaining a database of Muslim NU graduate students
 - 2. Updating them at least once a quarter on McSA happenings

B. A Vice-President shall occupy the position of the President in the temporary absence or incapacitation of both the President and the Vice-Presidents who precede him or her in Article III, Section 1.

C. The Executive Vice-President shall assume the position of President for the remainder of the term in the event that the President resigns or is removed.

Section 4. Treasurer

- A. The Treasurer is the financial officer of the McSA, responsible for payment of expenses and the receipt, custody, deposit, and withdrawal of the McSA funds. The Treasurer shall assure that all transactions have been subject to proper accounting and shall maintain adequate financial records of the McSA.
- B. The Treasurer shall have the following duties:
 - 1. Conduct financial transactions and maintain McSA accounts
 - 2. Collect membership dues and maintain records of paying members
 - 3. Prepare the Student Activities Funding Committee (SAFC) Spring and Supplemental Funding Petitions, Annual Review and present them to the SAFC and the ASG Senate, if applicable
 - 4. Prepare periodic financial summaries and present them to the Executive Board
 - 5. Organize activities designed primarily to raise money for the McSA
 - 6. Handle all SOFO related issues:
 - a. All reimbursements from McSA members
 - b. Cash boxes for fund raising events
 - c. The ordering of tickets for all of said events
 - d. Turning in contracts for speakers and guests
 - e. Honorarium checks for the said speakers and guests
 - f. Account reconciliation at the end of the quarter (Excel experience... even if minimal.... required)
 - g. Print recent audit trails to maintain McSA budget
 - 7. Communicate with supervisor Louie Lainez for any and all documents needing a Supervisor signature
 - 8. Request departmental funding for all events including speaker events, dinners, and DIW.

Section 5. Secretary

- A. The Secretary is responsible for the internal organization and workings of the McSA, including archiving, intra-organizational communication, and communication with incoming Northwestern students.
- B. The Secretary shall have the following duties:
 - 1. Keep minutes of the Executive Board and General Body meetings
 - 2. Oversee the maintenance and upkeep of the McSA office (1936 Sheridan Rd, 3rd floor)
 - 3. Archive and organize past records

4. Serve as the liaison between the Al Bayan Production Staff and the Executive Board.
5. Plan at least one philanthropic event each quarter
6. Involve McSA in other philanthropic efforts throughout campus
7. Maintain communications with incoming freshmen or other potential members.
8. Plan activities for Wildcat Welcome Week and through the term for freshmen and/or new students specifically.
9. Promote McSA at the Student Activities Fairs
10. Write agendas before and action items after every Executive Board meeting

Section 6. ASG Senator

- A. The ASG Senator will serve as the representative of the McSA before the Associated Student Government.
- B. The ASG Senator shall have the following duties:
 1. Attend all meetings of the ASG Senate and report to the rest of the Executive Board on issues pertaining to McSA.
 2. Assist the Treasurer and President with the SAFC Funding Petition the during Spring and Fall funding cycles.
 3. Work with the ASG Academic Vice President and the ISP Chair to ensure that the establishment of an Islamic Studies program is a priority for ASG.

Article IV – Chairpersons and Committees

Section 1: Appointment and Terms

- A. The mandatory appointment of a chairperson falls under the discretion of the executive board member overseeing that chair. Up to three voting members can be appointed for a chair position. Chairpersons include Outreach Chair, New Student Coordinator, NU Thaakat Chair, Islamic Studies Program Chair, Webmaster, and Deen Chair.
- B. Committees include Executive Committee, Public Relations Committee, ASG Senator Committee, and Administrative Committee.
- C. Appointments must take place at the beginning of each quarter.
- D. The executive board may remove an individual from a chair or committee position by a majority vote
- E. There is no limit to the number of quarters a person may be appointed to a chair position.

Section 2: Chair Duties

- A. All Chairs are required to:
 1. Attend a majority of McSA events
 2. Report to their respective executive board members on a regular basis
- C. The NU Thaakat Chairperson shall fulfill the following duties:
 1. Work with the Secretary to organize at least one philanthropic activity each quarter.
 2. Act as the liaison between NU Thaakat and McSA
 3. Affirm that all programming held by NU Thaakat does not contradict with the goals and values of McSA
- D. The Islamic Studies Program Chairperson shall fulfill the following duties:
 1. Work with the External Relations Vice President and ASG Senator to establish an Islamic Studies Program at Northwestern.
 2. Work with NU Administration to establish an Islamic Studies Program at Northwestern
- E. The Deen Chairperson shall fulfill the following duties:
 1. Organize Jumuah prayer every Friday throughout the year
 2. Organize Taraweeh prayer every day during Ramadan
 3. Work with the Administrative Vice President to organize Deen related programming.

F. The New Student Coordinator shall fulfill the following duties:

1. Work with the Secretary on outreach efforts aimed at interested first year NU students.
2. Work to keep first year students engaged with McSA throughout the year.

G. Outreach Chair

1. Work with the External Relations Vice President to increase collaboration with the Coalition of Colors and other student groups on campus

H. Webmaster

1. Work with the Public Relations Vice President to update the McSA website (groups.northwestern.edu/mcsa) on a regular basis.

Section 3: Committee Member Duties

A. All Committee Members are required to:

1. Attend a majority of McSA events
2. Report to their respective executive board members on a regular basis

B.. The Public Relations committee shall fulfill the following duties:

1. Work with the Public Relations Vice President to design McSA apparel and publicize funded events

C. The Administrative committee shall fulfill the following duties:

1. Work with the Administrative Vice President to deal with all food and topic-related matters for every McSA event.

D. The Executive committee shall fulfill the following duties:

1. Work with the Executive Vice President for all quarterly speaking events.

E. The ASG Senator committee shall fulfill the following duties:

1. Work with the ASG Senator to implement programming at Northwestern intended to improve the Muslim quality of life at Northwestern.

Article V - The Executive Board

Section 1: Definition and Duties

A. The Executive Board of the McSA is the primary decision-making and administrative body and is constituted of the Officers listed in Article III.

B. The Executive Board shall collectively fulfill the following duties:

1. Make decisions regarding programs and plans designed to achieve the goals of the McSA
2. Formulate regulations and make general policies for the McSA
3. Approve and amend funding applications prepared by the Treasurer that shall be submitted to the SAFC

and

the ASG Senate, if applicable

4. Respond to suggestions, concerns, thoughts, and criticism of the general body in a timely fashion

Section 2: Term

The term of the Executive Board begins after the end of the Winter Quarter and lasts until the end of the following Winter Quarter.

Section 3: Executive Board Meetings

A. An Executive Board meeting is one in which a quorum of at least three Officers is achieved and in which proper and agreeable notice of at least two days has been given to all Officers.

B. If no quorum is present at an Executive Board meeting in which proper and agreeable notice has been given, then a subsequent meeting also given proper and agreeable notice, shall be held and any number present shall constitute a quorum for that meeting.

C. Should an emergency arise, an Executive Board meeting may be called for by any Officer with the endorsement of two other Officers.

Section 4: Executive Board Rules

A. When making decisions regarding religious matters the executive board shall be required to:

1. Appoint two individuals to research each side of the issue referencing scholarly opinions and religious texts
2. Discuss the issue no earlier than seven days after the issue was raised
3. Make a decision based on the research conducted
4. Consult with the University Muslim Chaplain

B. On a disputed matter in which consensus is not reached, the members of the Executive Board may vote to decide the matter. In such a case, the decision on the matter shall be the one achieving a simple majority of votes by the members of the Executive Board by secret ballot. If one chooses to abstain, his or her vote is null. In the instance of a tie, the President's vote or the vote of an Officer filling the position of the President shall break the tie.

C. The Executive Board shall make rules which regulate its internal functioning in matters not addressed by this Constitution.

Section 5: Vacancies and Appointments

A. An Executive Board position may be vacated in the following situations:

1. An Officer may resign by submitting a letter of resignation to the Executive Board at least two weeks prior to resignation. The General Body shall be informed of the resignation at the subsequent General Body meeting.
2. An Officer may be removed from office for failure to fulfill the duties of the position, unethical behavior, or grossly unbecoming conduct. The process for removal of an Officer must adhere to the following procedure:
 - a. Should an indictment be brought forth against an Officer, the Officer shall have the right to resign at any point in the entire process.
 - b. The indicter must inform the indicted Officer in writing the reasons for the indictment. Upon receipt of the written indictment, the Officer shall have the option of resigning his or her position or resolving the matter through discussion with the indicter.
 - c. Should private discussions between the indicter and the indicted Officer not lead to some mutually agreeable resolution, then the indicter and the indicted Officer must make the indictment known to the President or, if the President is the indicted Officer, the Executive Vice-President. In this case, throughout the remainder of the removal process, the Executive Vice-President shall serve in place of where the President is mentioned.
 - d. Upon notification, the indicter must either take an oath swearing that his or her indictment is truthful or rescind his or her indictment.
 - e. If the indicter takes the oath, then the President shall oversee the formation of a three-member Arbitration Committee. One member shall be appointed by the indicted Officer, one member shall be appointed by the indicter, and the third member shall be mutually agreed upon by both the indicter and the indicted Officer. Neither the indicter nor the indicted Officer can serve on the Arbitration Committee
 - f. The Arbitration Committee shall privately discuss the indictment and make the final decision as to the indicted Officer's removal from office. Once a decision has been made, the Arbitration Committee shall notify the President of the decision made.

3. There shall be no leave of absences.

C. A voting member shall be appointed to fill a vacancy for any position other than the position of President by a simple majority vote of the Executive Board following nominations from the General Body. A vacancy in the position of President shall automatically be filled by the Executive Vice-President in accordance with Article III,

Section 3C. The new Officer must be announced to the General Body within two weeks of appointing the candidate; those who were nominated for the vacant position must have been notified of the outcome before the General Body is informed of the appointment.

Article VI - Election Procedure

Section 1: Time of Elections

The Executive Board shall be elected by the voting members by the end of the Winter Quarter.

Section 2: Election Committee

A. The Executive Committee shall appoint an Election Committee, consisting of three voting members, which shall be responsible for ensuring the election guidelines laid out in the Constitution are followed.

B. The Election Committee shall fulfill the following duties:

1. Administer the election process, including checking voting eligibility, notifying members of the election, supplying ballots, and arranging for a place for elections
2. Interpret Article V with regards to the election process where interpretation is necessary.
3. Break a tie in a runoff or race between two candidates

C. The members of the Election Committee shall remain neutral and impartial throughout the election process. They cannot run, nominate, or vote, with the exception of voting as an Election Committee to break a tie, as specified in Section 2B. One member of the Election Committee shall be a previous member of the Executive Board not seeking reelection, selected by a majority vote of the Executive Board.

D. If the Election Committee fails to fulfill its duties by acting irresponsibly or by violating the Constitution, a voting member may appeal in writing to an MSA Advisor. This appeal must specify the reasons for the appeal and, if applicable, must list the parts of the Constitution violated and explain how these parts were violated. Upon receiving the appeal, the Advisor may choose to dismiss the Election Committee, upon which the Advisor may charge the Executive Board, a new Election Committee, or himself or herself with the responsibilities of ensuring the Election Committee duties are fulfilled.

Section 3: Election Rules

A. The Election Committee must hold a general meeting at least one week prior to the day of the elections to inform the General Body of the election rules, procedure, and timetable. This general meeting may coincide with a General Body meeting, if so desired. Election rules are in effect until another Election Committee creates or amends rules.

B. Nominations must be made in writing, either by electronic mail or on paper by a voting member. These written nominations must include the name of the nominator and the name of the nominee. These written nominations must be retained seventy-two hours after the elections for verification, if needed.

C. The list of candidates running for office must be finalized at least seventy-two hours prior to the day of the elections. This list must be made public to the General Body. After this point, no one may enter the election races, except in the case where emergency nominations become necessary in accordance with Section 4. Candidates have twenty-four hours to exit the election races after this list is made public; after this twenty-four hour period, candidates are obliged to run in the elections.

Section 4: Election Procedure

A. The Officers shall be elected in the order in which the Officers appear in Article III. Every office must be filled before the next office is voted upon.

B. A candidate is considered to have been elected in the following cases:

1. In a race of two or more candidates, the elected candidate is the one who receives a plurality of votes. Should a race consisting of more than two candidates result in a tie between the top two vote-getters, a runoff must be held between these two candidates, in which case the elected candidate is the one who receives the greater number of votes. Should such a runoff or a race between two candidates results in a tie, the Election Committee must announce the tie and then break the tie by individually casting secret ballots for their

preferred candidate. In this case, the elected candidate becomes the individual who achieves a simple majority vote within the Election Committee, in accordance with Article V, Section 2B.

2. In a race in which there is only one candidate, the candidate must receive a confidence vote from at least one-third of the voters in order to be elected. In the event that the candidate does not receive a vote of confidence, the Election Committee shall then begin emergency nominations, which shall be the basis for a new race for the same office.

Section 5: Election Validation

A. Newly elected Officers must be notified within twenty-four hours of the elections.

B. The General Body must be notified at the latest by the next General Body meeting.

C. A list of the new Officers must be submitted to and signed by an Advisor within two weeks.

Section 6: Co-Presidency

For the position of President, a team of one male and one female may be nominated as a unit. In the election process, they shall be considered equivalent to a single candidate. If elected, each Co-President shall be considered an Officer and will have a combined total of one vote on the Executive Board. In the case of a tie, their vote shall decide the outcome.

Article VII - Advisors

Section 1: Qualifications and Duties

A. The McSA shall have one or more Advisors, one of which must sign the recognition form and be a full-time faculty member or a full-time staff member of Northwestern University.

B. The Advisor or Advisors shall fulfill the following duties:

1. Advise the Executive Board
2. Arbitrate disputes appealed to him or her
3. Serve as a liaison between the McSA and the Northwestern University faculty and staff

Section 2: Appointment and Removal

The Executive Board shall have full authority to appoint Advisors. The Executive Board shall have full authority to remove Advisors not currently involved in arbitration.

Article VIII - General Provisions

Section 1: General Body

The General Body shall consist of all members.

Section 2: Interpretation of the Constitution

The Executive Board makes the final decision as to how this Constitution is to be interpreted, except during the election process when the Election Committee makes the final decision on the interpretation of Article V. If the Executive Board disagrees with an Election Committee decision, it may appeal the decision to an Advisor, in the manner stated in Article V, Section 2D.

Section 3: Proxy

All General Body voting shall be cast in person; no proxy, representation, or absentee ballots are allowed.

Section 4: Amendment

A. This Constitution may be amended in a General Body meeting taking place seven or more days after a written amendment is proposed in a previous General Body meeting. This Constitution can only be amended by a two-thirds majority vote of the voting members present in the meeting.

B. The Executive Board must receive a copy of the amendment and seventy-two hours' notice before the amendment is presented to the General Body. The seventy-two hour notice period may be reduced by a simple majority vote of the Executive Board.

Section 5: Ratification

This Constitution is considered ratified upon a two-thirds majority vote of the voting members present in a General Body meeting. Any pre-existing Constitutions shall be considered null and void upon ratification.

Section 6: Nullification This Constitution may be nullified by a two-thirds majority vote of voting members in a nullification forum consisting of at least three-fourths of voting members. All voting members must receive at least one-week prior notice before such a forum is held.

Section 7: Dissolution

The McSA may be dissolved by a unanimous vote of all voting members present in a dissolution forum consisting of at least nine-tenths of the voting members. All voting members must receive at least two-weeks prior notice before such a forum is held.