

In the name of Allah, the Most Beneficent, the Most Merciful  
IN THE NAME OF ALLAH, THE BENEFICENT, THE MERCIFUL  
Muslim Students' Association at Tufts  
Constitution

Article I

Section I. The name of this organization shall be the Muslim Students' Association at Tufts (hereforth, MSAT).

Section II. The official logo of the MSAT is the said logo in Appendix I.

Article II

Section I. The purpose of the MSAT is to:

- A. Promote spiritual, physical, and mental well being by offering religious services and counseling to all its members.
- B. Increase overall Islamic awareness on campus, and increase tolerance of Islamic views through meetings, lectures and tables.
- C. Encourages its members to be open minded and tolerant of others' views, and to take actions only with the best of intentions.
- D. Increase overall Islamic awareness and understanding on campus, as well as to build a tolerance of Muslim views.

Article III

Section I. Membership shall be open to any undergraduate member of the Tufts Community who has paid the Student Activities Fee.  
Membership will also be extended to all graduate students and individuals wishing to utilize the Interfaith Center, or Muslim House as a place of worship and education.

Section II. Voting membership shall be open to any undergraduate member of the Tufts Community who has paid the Student Activities Fee and has either:

- A. Signed up during the academic year as a voting member; and
  - i. Attended more than five MSAT gatherings/functions; or
  - ii. Attended 2/3 of the meetings dealing with elections.

Article IV

Section I. Meetings will be held on a regular basis during the year. All members are encouraged to attend the Friday meeting and prayer ceremony. The executive board may, as needed, meet at additional times throughout the year, depending on upcoming events or complications.

Article V

Section I. The officers of the organization who make up the executive board shall be the President, Vice President of Religious Activities, Vice President of Social Affairs, Secretary, Treasurer, two Public Relation persons, a Graduation School Representative, a Freshmen Representative, and a Senior Advisor

Section II: An officer can be impeached only with a unanimous vote from all other officers and from a two-thirds vote from all attending members at the meeting where impeachment is voted on, with a minimum of 10 members attending.

## Article VI

### Section I. The president

- A. Shall preside over all meetings unless previous notice has been given, in which case the one of the appointed vice presidents shall preside over the meeting.
- B. Has the authority to act on behalf of the MSAT when matters require immediate action and shall act as the primary contact person for the TCU
- C. Shall call General Interest Meetings when necessary
- D. Will act as a Signatory and work with the Treasurer on the budget
- E. Will be responsible for maintaining contacts with surrounding MSAs
- F. Shall delegate duties not mentioned below to members of MSAT.

### Section II. The vice president of social affairs (see Article VII, Section V)

- A. Shall take over the responsibilities of the president and in his or her absence.
- B. Shall assist the president and in carrying out his or her duties.
- C. Shall be responsible for working with the secretary, the vice president of religious activities and the president to come up with an agenda prior to each meeting.
- D. Shall be responsible for social events, the organization and completion thereof.
- E. Shall be responsible for making room reservations for all events

### Section III. The vice president of religious activities

- A. Shall assist the president and in carrying out his or her duties.
- B. Shall be responsible for making sure the religious needs of the students are met
- C. Shall be responsible for holding weekly Qur'an Circles
- D. Shall make arrangements for Taraweeh Prayers during Ramadan
- E. Shall help with arrangements for speakers for Friday Prayers
- F. Shall help organize charity events and fundraisers

### Section IV. Treasurer

- A. Shall be responsible for all financial records.
- B. Shall take responsibility for preparation of the budget of the MSAT.
- C. Shall provide monthly financial reports
- D. Shall access MSAT's assets with approval of Executive Board to pay for events and services.

### Section V. Secretary

- A. Shall keep all minutes of the officer's and general meetings.
- B. Shall send out all minutes to the board members and post minutes on the MSA website
- C. Shall be responsible for the sign up of all voting members.
- D. Shall be solely responsible for collecting proxy votes.
- E. Shall maintain lists of members and contact information.
- F. Shall be responsible for maintenance of the e-list and moderating email distribution.
- G. Shall call Executive Board meetings when necessary.

#### Section VI. 1<sup>st</sup> Public Relations Officer

- A. Shall help advertise the association and its events.
- B. Will be responsible for sending out emails to the e-list, including but not limited to invitations to MSAT hosted events and updates on the MSAT
- C. Shall recruit MSAT members to aid in advertisement, specifically making and posting flyers and table tents.
- D. Will work closely with vice president of social affairs to advertise planned events.
- E. Shall aid in interactions with other Muslim student groups in the area and will keep members informed of off-campus relevant events

#### Section VII. 2<sup>nd</sup> Public Relations Officer

- A. Shall work with an appointed webmaster to maintain and update the association website
- B. Shall help 1<sup>st</sup> Public Relations Person in advertisement of the association
- C. Shall aid in interactions with other Tufts organizations and will make suggestions about events to cosponsor/host
- D. Shall be in charge in charge of advertisements in the form of electronic media and submissions to other organizations

#### Section VIII. Freshmen Representative

- A. Ensure that the needs of the first year students are met.
- B. Shall aid the Vice President in organization of social and religious activities and ensure that freshmen are involved in activities.
- C. Shall organize activities geared towards engaging active first year students and attracting new members

#### Section IX. Senior Advisor

- A. Must be a prior member of the executive board
- B. Shall aid the President and Vice Presidents with future plans for the organizations
- C. Shall act as a resource to aid the executive board in their training to ensure continuity of the organization
- D. Will be responsible for making sure that a yearly archives are made

#### Section X. Imam/Chaplain

- A. Shall preside over all religious events.

- B. Shall aid the Vice President of Religious Activities in helping make sure the religious needs of the students are met
- C. Shall act as a liaison between the administration and the students
- D. Shall be the religious authority of all matters of dispute.
- E. Shall hold the main responsibility for coordinating speakers for Friday prayers with the aid of the Vice President of Religious Activities
- F. Shall be reviewed towards the end of each semester for effectiveness by the members of the Muslim community at Tufts including those who are not active in MSA activities. Members have the right to evaluate the Imam's/Chaplain's performance.

## Article VII

Section I. Elections will be held during the last full month of the spring semester.

Section II. In the case of an office becoming vacant during the year, election will be held two weeks from the meeting in which such vacancy became known.

Section III. A simple majority vote of voting members will be required to be elected.

Section IV. Only voting members will be eligible to run for office positions, excluding the position of Imam/Chaplain.

Section V. Voting members will vote for one position at a time, starting with President, then the Vice-President of Social Affairs, Vice-President of Religious Activities, Treasurer, Secretary, the 1st Public Relations person, the 2<sup>nd</sup> Public Relations person, and Senior Advisor.

Section VI. Graduate Student and Freshman Representative will be elected in the first GIM of the Fall semester.

Section VII. Individuals shall be nominated one position at a time in the said order, and may be nominated for more than one position, provided they are not elected for another position.

Section VIII. Officers shall not be allowed to nominate themselves.

Section IX. Prior notification of five days is necessary before an election takes place.

Section X. A quorum is established when at least two thirds of the voting members are present (or their ballots are cast in absentia).

## Article VIII

Section I. The Iman shall be the elected advisor of the Muslims Students' Association

Section II. If an Imam position does not exist, or if a majority of voting members decide to have an advisor in addition to an Imam, the advisor shall be elected by a majority vote of voting members. Prior notification must be given five days before the election.

## BY LAWS

### Article I

Section I. Dues will not be collected from the members; however, collections will be taken in the form of donations for zakat, and for masjid maintenance.

### Article II

Section I. Any member may propose an amendment to the constitution on the first meeting of each month.

Section II. The vote will be held two weeks from the date of the proposal, unless otherwise decided by vote.

Section III. Two thirds vote of voting members is necessary for the amendment to pass.

Section IV. The amendment(s) must be in compliance and approved by the Tufts Community Union Judiciary.

## APPENDIX