

Barakah Careers Collective
Student Organization Constitution

ARTICLE I.NAME OF ORGANIZATION

Barakah Careers Collective

ARTICLE II.ORGANIZATION PURPOSE

Barakah Careers Collective is dedicated to empowering Muslim students at Ohio State University by connecting them with career opportunities, such as internships, volunteering, and shadowing, that align with both their professional goals and Islamic values. Our mission is to help students explore in-depth career paths that are halal, conscientious, and uphold Islamic principles, particularly in fields of pre-health, pre-law, engineering, finance, and consulting. Through education, awareness, and outreach, we intend to inform Muslim students about career opportunities that support their personal and professional growth with purpose. In doing so, we align with Ohio State's commitment to fostering a diverse, inclusive, and values-driven environment for all students.

ARTICLE III.UNIVERSITY REGULATIONS

Section A.Harassment and Discrimination, including Sexual Misconduct

Barakah Careers Collective *agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the Student Organization Registration Guidelines.*

Section B.Hazing

Barakah Careers Collective *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

Section C.Bylaws

Barakah Careers Collective *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and*

changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV.MEMBERSHIP

Section A.Membership Eligibility

Membership in this organization is open to all currently enrolled undergraduate and graduate students at The Ohio State University who support its mission and abide by its constitution. Students can become members by attending a general body meeting, expressing interest via email or social media, or joining through an online form. Membership recruitment typically takes place at the beginning of the Fall and Spring semesters.

Section B.Member Selection

All members are free to leave and disassociate without fear of retribution, retaliation, or harassment. At least 90% of the voting membership must be currently enrolled Columbus campus Ohio State students. Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate in the activities and programs of student organizations as associate members but may not comprise more than 10% of the total membership.

Section C.Membership Timeline

Students may join Barakah Careers Collective during the Fall and Spring Semesters

Section D.Member Removal

- Members may be removed for any of the following reasons
- Repeated violations of the constitution,
- Disruptive behavior, or
- Actions that go against the mission and values of the organization.

All members have the right to leave or disassociate freely without fear of retribution, retaliation, or harassment.

The membership removal process will be as follows:

- Establishing Grounds: Evidence will be provided to the executive board and advisor.
- Notifying the Member: The member will be informed in writing of the reasons and given a chance to respond.
- Calling a Meeting: A formal meeting will be held with the executive board and advisor.

Voting: A two-thirds vote by the executive board is required for removal.

ARTICLE V.ADVISOR

Section A. Advisor Duties and Responsibilities

The advisor must be a faculty or administrative/professional staff member at Ohio State.

Duties and Responsibilities:

- Provide mentorship to the executive board
- Review organizational decisions and help ensure alignment with university policy
- Assist in conflict resolution and long-term planning

Selection Method: Selected by the founding members and voted on by the executive board.

Section B. Advisor Term

Term: One-year term with the opportunity for reappointment by mutual agreement

Replacement Process: If an advisor steps down or is no longer eligible, the executive board will nominate a replacement and confirm via majority vote.

Section C. Advisor Selection

The organization shall have at least one faculty or staff advisor who is a full-time member of The Ohio State University. The advisor will be selected by the executive board through a majority vote. Interested faculty or staff may express interest directly to the organization or be nominated by members. The advisor's appointment must be confirmed each academic year and approved by the Student Activities office.

Section D. Advisor Replacement

If the advisor resigns, becomes inactive, or is otherwise unable to fulfill their responsibilities, the executive board will initiate the replacement process within 30 days.

- Notification: The president will notify the organization's members and the Student Activities office of the advisor's departure.
- Nomination: Eligible faculty or staff members of The Ohio State University may be nominated by any member of the executive board or may self-nominate.
- Review: The executive board will review all interested candidates to ensure they meet university eligibility requirements and align with the organization's mission and values.
- Selection: A new advisor will be selected by a majority vote of the executive board.
- Confirmation: The selected advisor's appointment must be confirmed by the Student Activities office before taking effect.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

Co-Presidents: Lead the organization, set agendas, represent BCC at events

- The Co-Presidents shall lead the organization, set agendas, and represent BCC at events. The Co-Presidents must serve one full year on the board before being eligible to run for the position.

- The Co-Presidents shall oversee the executive board to ensure that the requirements and duties of the constitution are being met.
The Co-Presidents shall help the executive board members fulfill their duties wherever necessary.
- The Co-Presidents are the official spokespersons of BCC in meetings, interviews, institutions, and interactions with other organizations within the OSU community and outside.
- The Co-Presidents are responsible for conducting all BCC executive board meetings.
- The Co-Presidents are responsible for communicating with other student organizations and maintaining a relationship with The Ohio State University Student Government, as well as the BCC Advisor.
- If conflicts arise, the Co-Presidents are responsible for easing tension to prevent internal or external conflicts from jeopardizing the organization.
- The Co-Presidents shall lead BCC away from actions that may harm the existence of the organization and work to resolve conflicts with effective solutions.
- The Co-Presidents shall work with the Treasurer to maintain funds for BCC events.
The Co-Presidents shall work with those joining the executive board to ensure they understand their respective roles and the BCC constitution.
The Co-Presidents shall determine the course of action to take on issues not detailed in the BCC constitution.
- The Co-Presidents shall be in charge of forming an election committee, which shall be addressed under Article V.
- If there is a tie in a vote, the Co-Presidents shall serve as the tiebreaker
- To be eligible to run for the position of Co-President of BCC, a candidate must already be an active member of the Executive Board.
- The selection of the new Co-President shall be determined by a vote conducted within the current Executive Board.

Treasurer: Manage all finances, create budgets, handle reimbursements

- The Treasurer shall maintain a record of the BCC-OSU account, documenting all transfers of funds.
- The Treasurer must be a co-signer on all checks and financial transactions.
- The Treasurer shall strategically plan the funding of events and ensure sufficient funds are maintained to properly finance BCC-OSU events.
- The Treasurer is responsible for informing the Executive Board of BCC-OSU account information and confirming with the Executive Board before releasing funds.
- The Treasurer is responsible for providing the Executive Board with a balanced account sheet.

- The Treasurer shall work with the Executive Board members to minimize event expenditures, identify alternative funding possibilities, and implement cost-cutting strategies when necessary.
- The Treasurer is responsible for completing all university-based grant applications relevant to BCC-OSU.
- The Treasurer shall produce a BCC-OSU budget projection before each semester to estimate expenses, complete a mid-semester analysis to evaluate usage of funds, and create an end-of-semester comparative analysis of projected versus actual fund utilization.
- The Treasurer shall work with the President to resolve emergency funding issues and provide the Executive Board with a detailed update regarding the resolution.
- The Treasurer is responsible for collecting all pledged donations raised through fundraising and ensuring they are donated to the agreed-upon organization in a timely manner. If more time is needed, the Treasurer must inform leadership so that necessary actions can be taken.
- The Treasurer shall identify potential revenue ideas by building relationships with local businesses, campus departments, and local organizations.
- The Treasurer shall ensure that all revenue streams are sustainable and support BCC-OSU in achieving its fiscal goals.
- The Treasurer shall work with the Events Chair to plan fundraising events that generate revenue for BCC-OSU.
- The Treasurer shall maintain a working relationship with sponsors and donors by:

The Treasurer must develop a comprehensive fundraising plan for the academic year that enables BCC-OSU to meet its budgetary needs. This plan should include outreach to various college departments for donations and coordination of on-campus fundraising events.

Secretary: Take minutes, manage documentation, track attendance

- The Secretary is responsible for recording detailed and accurate minutes for all executive board meetings of BCC and must circulate them to the board for review no later than five days following each meeting.
- The Secretary will coordinate event logistics, including securing rooms and facilities, completing all required paperwork, and maintaining contact with relevant university offices or individuals to ensure smooth event execution.
- After each event, the Secretary will follow up with guest speakers by sending thank-you notes on behalf of the organization.
- The Secretary will oversee the upkeep and organization of the MSA-OSU office space by delegating tasks related to cleanliness and orderliness to other board members as needed.

- The Secretary is in charge of maintaining an up-to-date inventory of office materials and must make this inventory accessible to the Executive Board.
- The Secretary shall maintain a comprehensive archive—both digital and physical—of BCC’s formal activities, including documents from events, officer roles, committee actions, and any other official operations related to the organization.
- The Secretary is tasked with tracking task completion and progress of all Executive Board members using Trello or a comparable project management tool to ensure accountability and timeliness.

Outreach Chair: Coordinate networking events and external partnerships

- The Outreach Chair shall oversee involvement at the university, such as student-outreach events.
- The Outreach Chair shall be responsible for coordinating with other student clubs and organizations to co-sponsor and collaborate on events and activities.
- The Outreach Chair shall create awareness of BCC throughout the community.
- The Outreach Chair shall collect, review, and distribute current information on Somalia and other relevant topics to the general public.
- The Outreach Chair shall be responsible for coordinating, contacting, motivating, and following up with off-campus community involvement activities.
- The Outreach Chair shall be responsible for recruitment through:
 - Promoting registration of new members,
 - Distributing organizational paraphernalia,
 - Utilizing promotional tables in the University Center.
- The Outreach Chair shall be responsible for Welcome Week participation and recruitment activities in coordination with the University’s Admission Department and Office of Student Life.
- The Outreach Chair shall be responsible for coordinating multicultural activities and maintaining a channel of communication with the relevant organizations of diversity and culture.
- The Outreach Chair shall be responsible for maintaining and updating the BCC email lists.

Service Chair: Organize volunteer and community engagement efforts

- The Service Chair shall be in charge of organizing philanthropic events for BCC members.
- The Service Chair shall coordinate bi-weekly service outings for BCC members to engage with the community.
- The Service Chair shall create and organize larger service events at least once a month.
- The Service Chair shall work directly with non-profits on campus and in the greater Columbus community to establish and nurture relationships.
- The Service Chair shall be one of the point people for the fundraising dinner, coordinating and supporting efforts related to this event.

Marketing Chair: Handle social media, outreach campaigns, and flyers

- The Marketing & Communications Chair is responsible for publicizing all BCC activities and events.
- The Marketing & Communications Chair shall post event information on all official BCC social media platforms.
- The Marketing & Communications Chair shall post flyers around campus to increase awareness of BCC programs and initiatives.
- The Marketing & Communications Chair shall coordinate with The Lantern or other campus media outlets to ensure news coverage of BCC events and activities.
- The Marketing & Communications Chair shall inform relevant faculty and staff about upcoming BCC events.
- The Marketing & Communications Chair shall compose and distribute press releases for major BCC events to maximize visibility and engagement.
- The Marketing & Communications Chair shall coordinate ticket sales and RSVPs for BCC events as needed.

Section B. Officer Eligibility

Officer Eligibility: Must be an enrolled Ohio State student in good standing, active in the organization for at least one semester, and demonstrate leadership potential.

Section C. Officer Selection Process

Officer Selection Process:

- Nominations will occur in March of each academic year
- Voting by secret ballot during a general body meeting
- Officers must win by a simple majority vote (50%)
- In case of a tie, a run-off vote will be held.

Section D. Officer Removal

- Officers may be removed for neglect of duties, ethical violations, or behavior inconsistent with the mission of BCC
- A meeting will be called with all executive members and the advisor to review
- Two-thirds vote required for removal
- Vacancies will be filled via special election or appointment with board consensus.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

In the event of dissolution, BCC will hold a final meeting with all active members and the advisor. All remaining debts will be paid. Any leftover assets or university-purchased items will be returned to the appropriate Ohio State department or Student Life office, in accordance with university policy. Under no circumstances will the organization leave debts to Ohio State or its entities.

Section B. Dissolution Procedures, including Assets and Debts

In the event that the Barakah Careers Collective (BCC) decides to dissolve, the following procedures will be followed in accordance with The Ohio State University's policies for registered student organizations:

- **Final Meeting:**
The Executive Board shall convene a final meeting with all active members and the organization's advisor to formally vote on dissolution. A majority vote of active members present will be required to approve the decision. The outcome of this vote will be documented in the meeting minutes.
- **Notification:**
Upon approval of dissolution, the President (or designee) will promptly notify the Student Activities office and any relevant university departments of the organization's decision to dissolve.
- **Settlement of Debts:**
Before dissolution is finalized, all outstanding debts and financial obligations must be paid in full. Under no circumstances will BCC leave unpaid debts to The Ohio State University, the Office of Student Life, or any affiliated entities.
- **Disposition of Assets:**
 - Any remaining funds or property purchased with university or student activity funds will be returned to the appropriate Ohio State department or to the Office of Student Life, in accordance with university policy.
 - Privately donated funds, materials, or property will be distributed according to donor agreements. If no donor instructions exist, these items will also be returned

to the Office of Student Life for redistribution to similar student organizations or initiatives.

- Record Keeping:

The Treasurer and Advisor will work together to ensure that all financial statements, meeting minutes, and dissolution documents are accurately completed and submitted to the Student Activities office for recordkeeping.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Proposed amendments must be submitted in writing to the executive board and shared with members at least one week in advance. Any member may propose an amendment. To be adopted, amendments must be approved by a two-thirds vote of members present at the next general meeting. All amendments must be submitted to the Office of Student Life for final approval.