

CONSTITUTION: International Society of Muslim Women in Science at Ohio State

Article 1 - Name, Purpose, and Non - Discrimination Policy of the Organization.

Section 1: Name "International Society of Muslim Women in Science (ISMWS) at Ohio State"

Section 2: Purpose - The objectives and purpose of the organization are adjusted and adapted from the Charter of the International Society of Muslim Women Science (Founder: Prof. Sul-tana N. Nahar, Department of Astronomy, The Ohio State University, Columbus, OH 43210, Web: <http://www.astronomy.ohio-state.edu/~nahar/ismws.html>)

Women throughout the world are making rapid strides in all forms of human endeavor. This is true in basic areas such as health and education, as well as in the most advanced avenues of arts and sciences. However, progress is not evenly spread and is lacking in many parts of the world. The situation is exceptionally dire and distinctively weak for Muslim women in regards to their involvement in science. While they are intellectually capable, admirably inquisitive and deeply interested in exploration of the science of the universe, they often remain quietly behind by the traditional family responsibilities and cultural environments. It is therefore an opportune time to address what we recognize to be a widespread and profound need, the advancement of Muslim women scientists, not only from Islamic countries but worldwide.

The objectives of the organization is to support, encourage, and help, and strengthen the confidence of Muslim women in Science education and profession. While upholding their traditional values, and consistent with their social and cultural environments, we would like to encourage and inculcate their natural abilities in the pursuit of scientific disciplines at the highest levels. With that aim, we form this student chapter of the International Society of Muslim Women in Science at Ohio State which will have the following objectives.

- I.a. Seek and encourage to enroll Muslim girls and women engaged in, or desirous of, a professional career in science education and research,
- I.b. Enable mutual interaction on a global scale through electronic emails and other means of communication, such as, facebook
- I.c. Establish associations and affiliations with other international scientific societies and organizations for possible collaborations, such as, with (i) American Physical Society (APS), (ii) International Network of Women Engineers and Scientists (INWES), (iii) American Association for Women in Science (AAWS), etc
- I.d. Provide information and find venues for participation in international scientific conferences,
- I.e. Provide information and help on higher studies, such as for Masters and Ph.D, in international advanced institutions,
- I.f. Coordinate programs with educational and research with other OSU organization
- I.g. Approach national and international governmental and non-governmental agencies for support in activities of the society, such as from the Organization of Islamic Countries (OIC) and United Nations agencies such as UNESCO.
- I.h. Organize workshops, conferences, and courses on general and specialized scientific topics
- I.i. Raise fund to provide partial support for scientific activities
- I.j. We will add and modify the terms and policies, upon consent of our members, to accommodate

the needs of Muslim women in science.

I.k. We would welcome women in science of other religion if they support the cause and find it to be mutually beneficial.

Section 3 - Non-Discrimination Policy

ISMWS at Ohio State will respect and observe the University's non-discrimination statement outlined in the Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment 1.10 (<https://hr.osu.edu/public/documents/policy/policy110.pdf>):

a. *This organization does not discriminate 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 bases under the law, in its activities, programs, admission, and employment*

b. *As a student organization at The Ohio State University, ISMWS at Ohio State expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.*

c. *If anyone has been sexually harassed or assaulted, may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu*

Article II - Membership: Qualifications and categories of membership.

II.a. *The organization will include student and non-student members of OSU. However, as required by the Guidelines for Student Organizations, 90% of the membership of ISMWS will include current Ohio State University students. The organizations voting membership will be limited to currently enrolled Ohio State students. Others non-student members, such as faculty, alumni, professionals, etc., will be non-voting associate or honorary members.*

II.b. *For educational and leadership development reasons, all student members can give ideas, formulate, initiate, lead, and run all activities of ISMWS. ISMWS refers to the Guidelines for Student Organizations for more information at https://activities.osu.edu/involvement/student_organizations/resources.*

II.c. *Member benefits include: i) form a network that will meet for exchange of information on educational, scholarships, job opportunities, ii) hold events to invite inspiring speakers in science and recognize achievements of members, iii) to raise fund to support participation in scientific activities, and humanitarian needs, iv) observe Islamic social holidays for friendship among members and invite OSU communities, v) interaction, collaboration, participation in cultural and educational activities of other OSU and local community organizations to respect and enrich the diversity while keeping its own principles, vi) help physically or through raising fund for humanitarian causes.*

II.d. *All non-student members can give ideas, work for as needed and participate in all activities with the leadership of the student members.*

Article III Methods for Removing Members and Executive Officers

III.a. *If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organizations constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organizations advisor.*

III.b. *Any elected officer of the chapter may be removed from their position for certain reasons. Cause*

for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organizations advisor

III.c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organizations advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership:

Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organizations voting membership. The titles of organization leaders, the length of terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position are specified below.

Leadership positions: Primary Leader (President), elected for 1 year by voting of the student members, in-charge of all activities

Secondary Leader: Co-President or Vice President, elected for 1 year by voting of the student members, assist the President and takes the position of the president in a vacant case

Treasurer: Elected for 1 year by voting of the student members, in charge of financial responsibilities, applying for grants, checks and keeps record of all expenses and the bank account, oversees the fund raising.

Advisor: Once appointed remains for years until he/she likes to step down or the voting students prefer a different one. Checks all activities within the terms and conditions of the constitution and university rules

However, the EC will be open to having additional members in the Committee, such as, a publicist, a communication officer, a marketing manager, a cultural secretary, and an event organizer. They can work with and make connection of other organizations to the ISMWS at Ohio State.

Article V- Election / Selection of Organization Leadership

Elections rules and procedures: An election committee will be formed near the end of the academic year to announce through emails, social media, Student Organization Insider the upcoming election for the Executive Committee and any issue of interest for the organization, call for and accept the nominations of candidates, decide the meeting date, time and classroom or Ohio Union location to hold the election, inform candidates and members the rules for qualifications to participate in the election, give scope to all candidates to present their reason to compete and some details of the plan of activities if elected, administer voting and announce the winners.

In situation of a committee member negligible of duties or causing disturbance in the organization or unqualified by university rule, can be asked to resign and impeach in the worst circumstance.

Article VI - Executive Committee: Size and composition of the Committee.

The Executive Committee (EC) (like a board of trustees or directors) represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership.

Article VII - Standing Committees (if needed): Names, purposes, and composition.

These committees serve the organization leadership, the Executive Committee, and general membership. Standing committees are permanent and designed to carry out the basic functions of the organization. At this time, the Chairperson of the standing committee is Prof. Sultana N. Nahar, the founder of ISMWS, of Department of Astronomy.

Article VIII Advisor(s) or Advisory Board: Qualification Criteria.

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. Responsibilities and expectations of advisors should be clearly and adequately described in Article IV.

Article IX Meetings and events of the Organization: Required meetings and their frequency.

With the goal of supporting more Muslim female students in science profession, ISMWS at Ohio State is expected to have the following meetings and events:

- General body meeting with all members of the organization at the beginning of the academic year for welcoming and introducing everyone, how to bring more members and to chart out plan for the year
- General body meeting with all members of the organization near the end of the academic year i) to hold election for the upcoming year, ii) presentation of the summary of activities with possible recognition certificates from the advisor and iii) plan of possible activities in the coming year
- The end of academic year general body meeting may become a fund raising event for both humanitarian cause and science cause, such as, members in need for conference travel, scientific activities
- Monthly meeting between 5-6:30 pm of the last Friday for social gathering and exchange information on academic issues, conferences, competitions, opportunities for scholarships, etc toward building profession in science
- Some of the Monthly meetings will have invited speakers who can inspire in science
- Event based get together, such as, celebration of social Islamic holidays of Eid days, Iftar during Ramadan, which will encourage other organizations to join

All meetings will be communicated through "Student Organization Insider" email bulletin of *Center for Student Leadership and Service* (csls@osu.edu), group facebook, emails, and webpage.

Article X Attendees of Events of the Organization: Required events and their frequency.

ISMWS at Ohio State reserves the right to address member or event attendee behavior where the member or event attendees behavior is disruptive or otherwise not in alignment with the organizations constitution. In such event, the Code of Student Conduct, university policy, or federal, state or local law will be reminded and the member or event attendee will be asked to leave and OSU security may be called if there is a risk of violence. A copy of 911handout.pdf will be kept with the president during events of the organization.

Article XI Method of Amending Constitution: Proposals, notice, and voting requirements

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the

general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

Article XII Method of Dissolution of Organization

In case of poor membership, the organization may be suspended for one or two academic years or dissolved afterward if no student leadership is available. Student Activities staff will be contacted to remove organization information from website

If any asset of ISMWS at Ohio State exists at dissolution, it will be given to the OSU general fund for the student organizations.

ISMWS at Ohio State is not expected to have any debt by the end of the year. Advice on how to clear out a debt will be sought from Student Activities staff if a prospect of debt at the end of the summer show up.

By-Laws of the International Society of Muslim Women in Science at Ohio State (Revised 10/1/17)

Article I – Parliamentary Authority

Section 1: The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II – Membership

Section 1: While the main purpose of the organization is for the advancement of Muslim women in science, any student currently enrolled at The Ohio State University is eligible for membership, regardless of gender, religion, or professional background.

Section 2: Student members may vote and run for office.

Section 3: Non-students are welcome to be members, but MAY NOT vote or hold office, except for the Advisor position. Faculty, alumni, professionals, and other non-students are eligible to become associate members.

Section 4: Those who are not students at Ohio State but are working at the institution may be honorary members. Those who have graduated from Ohio State and are still in the Columbus, Ohio area may be co-advisors

Section 5: Those not affiliated with Ohio State may still participate in the organization’s activities, such as meetings or lectures.

Section 6: There shall be no dues for this organization.

Section 7: If any general member begins to act inappropriately, in a manner that is harmful to others or the advancement of the organization, or in violation of the organization’s constitution or by-laws, the leaders of the organization (including the faculty advisor or advisors) reserve the right to revoke membership. The vote must be a majority vote.

Article III- Election / Appointment of Government Leadership

Section 1: The ISMWS at Ohio State shall be governed by at least 3 student leaders who are currently enrolled at Ohio State: a Primary Leader, a Secondary Leader, and a Treasurer.

Section 2: In accordance with the rules of the Office of Student Life, all officers must be enrolled full time at Ohio State, meet minimum GPA requirements as determined by the Office of Student Affairs, and not be on academic or disciplinary probation or suspension. Students may not serve as an officer for more than 3 different student organizations

Section 3: Towards the end of March, an election board comprised of the outgoing officers will be formed. Member will be nominated for an Officer position either through written ballot during a general meeting or via electronic voting through email.

Section 4: Officers will be appointed via an election held by the student members in early to mid-April. Majority vote wins. Once again, votes will be cast via written ballot during a general meeting or through electronic voting through email.

Section 5: There shall be no limit on the number of times an officer may be re-appointed. The only limitation is that he/she must remain enrolled as a student at The Ohio State University in order to be an officer.

Article IV- Executive Committee

Section 1: The Executive Committee is comprised of the Primary Leader, the Secondary Leader, the Treasurer, and the Advisor. The EC is open to expanding to include additional members in the Committee, such as, a publicist, a communication officer, a marketing manager, a cultural secretary, and an event organizer.

Section 2: The primary and secondary leaders of the organization shall work together to accomplish the following:

- Preside over all meetings
- Serve as the organization's official representative to the University and the public
- Act in the best interests of the organization recruitment
- Plan and coordinate all events sponsored by the organization

Section 3: The Treasurer of the organization shall:

- Maintain accurate financial records of the organization
- Perform fundraising as necessary to meet the club's financial needs
- Request funding from the University, when necessary
- Ensure that all funds raised by the student organization are delivered to ISMWS

Article V – Standing Committee (if needed)

Section 1: At this time, the Chairperson of the standing committee is Prof. Sultana N. Nahar, the founder of ISMWS, of Department of Astronomy.

Article VI - Advisor/Advisory Board Responsibilities

Section 1: There shall be at least one faculty or staff advisor to the organization. An advisor must be a full-time member of the Ohio State University faculty or Administrative and Professional staff. A Co-Advisor may be appointed if deemed necessary.

Section 2: The advisor of the organization shall:

- Attend general meetings when possible
- Work with the co-presidents to plan activities for the organization, such as inviting speakers for lectures/conferences

- Have the ability to award specific members of the organization with certificates of recognition

Article VII - Meeting Requirements

Section 1: With the goal of supporting more Muslim female students in science based professions, ISMWS at Ohio State is expected to have the following meetings and events:

- a. General body meeting held at the beginning of the academic year, preferably in September, with all members of the organization with the purpose of welcoming and introducing everyone, discussing how to expand the organization and add members, and to chart out plans for the year
- b. General body meeting with all members of the organization near the end of the academic year, preferably in March/April to:
 - i. hold election for the upcoming year
 - ii. present a summary of activities from the past year with possible recognition certificates from the advisor and
 - iii. plan possible activities for the coming year
- c. The end of academic year general body meeting may become a fundraising event for both humanitarian and scientific causes, such as, members in need for conference travel, scientific activities, etc.
- d. Monthly meeting between 5-6:30 pm on the last Friday of the month for social gathering and exchange of information on academic issues, conferences, competitions, opportunities for scholarships, etc. toward building profession in science
- e. When possible, the monthly meetings will feature invited speakers with a background in science
- f. Meetings based on religious social events, such as iftar during Ramadan, get-togethers during Eid al-Adha and Eid al-Fitr. These events can be an opportunity to invite members of other organizations, etc.
- g. All meetings will be communicated through “Student Organization Insider” email bulletin of Center for Student Leadership and Service (csls@osu.edu), group Facebook, emails, and webpage.

Article VIII –Method of Amending By-Laws

Section 1: By-laws may be amended by proposing the change in an email sent out to all members, then announcing the change at the general body meeting held prior to the meeting at which the vote will occur.

Section 2: There will be a vote held regarding the proposed change at the following general meeting in which 2/3 of the membership is present. Majority vote determine whether the change passes or not.