



***“Imaan is our Identity, Ihsan is our Legacy”***



## **The By-Laws of M4C Colonies**

### **Article I: Name, Purpose, and Values**

#### **Section 1: Name**

This Sorority Colony shall be known as Zahra. This Colony will be promoted to an active Mu Delta Alpha Chapter pending completion of the Colony Growth Program and approval of Chapter Coordinator.

#### **Section 2: Statement of purpose**

The purpose of this sorority colony is to bring together groups of talented and driven Muslim women and help facilitate their path to success by providing them with both social and academic opportunities. We aim to instill positive values and ideals derived from the Quran and Sunnah to help young Muslim women move forward in the professional environment without jeopardizing or sacrificing their Islamic identity and values. Women who attend The Ohio State University or are who are engaged in professional careers can petition us for membership in order to receive guidance, support, and encouragement to achieve their goals.

#### **Section 3: Values**

MDA's core belief is the concept of sisterhood in Islam. As sisters in Islam, we hold professionalism, respect, and success as the major pillars of our sorority. Professionalism means conducting oneself with integrity, responsibility, accountability, and excellence. It means communicating effectively and appropriately and always striving to find a way to be productive and helpful. Respect applies to all human beings regardless of race, religion, national origin, and gender. We support each other to achieve success in this life and the hereafter.

### **Article II: Membership and Affiliation**

#### **Section 1: Membership Guidelines**

- 1.1 General Membership shall be open to students of approved universities regardless of race, color, religion, gender, age, national origin, disability, or veteran status.
- 1.2 National membership must be obtained through MDA for the approved respective universities which shall include students, faculty and staff.
- 1.3 Alumnae Membership can include professionals who wish to join MDA regardless of their attendance in a university.



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### Section 2: Membership Categories

MDA shall have four membership categories:

- 2.1 Executive Committee (henceforth referred to as “EC”) Members
  - 2.1.1A voting member who has been duly elected or appointed for the current term.
- 2.2 General body members
  - 2.2.1 Must be a student at the University of interest.
  - 2.2.2 Must pay membership fees to the Treasurer as set by the current EC and complete all related forms. Fees may be waived under special circumstances as determined by the EC.
  - 2.2.3 Must agree to adhere to all of the principles laid out in this Constitution and do their best to try and follow decisions made by the EC.
  - 2.2.4 Must meet the aforementioned criteria, as interpreted by the EC.
  - 2.2.5 MDA will not discriminate on the basis of religion, gender, ethnicity, race, or nationality.

### Section 3: Affiliation

Zahra shall be affiliated with:

- 2.1 Mu Delta Alpha, the Professional Muslim Sorority.
  - 2.1.1 Zahra shall be annually registered as a **student organization** with the University of interest, and report to the National Executive Board of Mu Delta Alpha.



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- 2.2 Zahra may not use Mu Delta Alpha letters, Greek signage, or assign a Greek letter to its colony until and is approved for a chapter on their campus in the United States, and shall be organized as dictated in Mu Delta Alpha Chapter By-Laws.
- 2.3 Zahra may call themselves a sisterhood, but not a sorority, until it is approved as a chapter on their campus.
- 2.4 U.S. Internal Revenue Service registered 501-C non-profit organization. EIN 47-2751171.

## **Article IV: The Executive Committee**

### **Section 1: EC Members**

The Executive Committee of MDA and subsequent chapters at other universities will consist of: President, Vice President, Secretary, Treasurer, Public Relations Director, Operations Manager, Special Projects Coordinator, and Social Media Manager.

### **Section 2: General responsibilities of EC Members:**

- 2.1 Serving as the representatives of the general body of MDA.
- 2.2 Carrying out and executing this constitution to the best of their abilities.
- 2.3 Attending all general body meetings and executive committee meetings.
- 2.4 Initiating elections procedure.
- 2.5 Fulfilling all duties assigned to them by the EC.
- 2.6 Fulfilling the specific responsibilities of their positions.



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### Section 3: Term

3.1 The term of the Executive Committee shall be up to one academic year (Summer to Spring). There is no term limit, but each officer must be re-elected each year.

### Section 4: Decision Making

- 4.1 In an official vote, each EC Member will receive one vote.
- 4.2 In the case of a tie, the President's vote will be the deciding factor.
- 4.3 It will be up to the President's discretion on whether to call an official vote for an issue, take consensus from all members present at the meeting, or use any other means of decision-making.
- 4.4 If even one EC Member requests an official vote, the President must hold one.
- 4.5 All substantial issues should be put to an official vote.

### Section 5: Urgent Decisions

For all urgent decisions not related to finances, the following procedure should be : undertaken

- 5.1 The EC Member to whom the decision is most related should be informed and consulted, along with the President, and a joint decision should be made.
- 5.2 If for some reason, one or both of these individuals cannot be contacted, the Vice President or next most appropriate committee member should be sought.
- 5.3 In all cases, the decision and its circumstances should be transmitted in writing to the EC and the President should be notified as soon as possible.

### Section 6: Treasury Spending

- 6.1 The President and Treasurer will have authorization to approve all spending and budgets as well as audit all spending.
- 6.2 Each EC Member and Committee Chair will also be responsible for presenting final budgets to the Treasurer by the deadline set by the EC.
- 6.3 Any requests for expenditure reimbursements must be approved by the President or Treasurer *prior* to the spending. Without said approval, reimbursement may not be given.



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- 6.3.1 Any EC Member who spends money in an emergency situation does so at the risk of not being reimbursed.
- 6.3.2 Any EC Member who spends money in an emergency situation must do everything in their power to contact the President and or Treasurer prior to spending.
- 6.3 Financial statements should be made available to any General Body Member upon request.

### **Section 8: Specific EC Member Duties**

In addition to everything listed in Section 2 of Article IV of this Charter, each EC Member will also be responsible for their specified duties:

#### **Required EC Members:**

##### **Advisors**

1. Maintain transparency within the sorority as well as with the university.
2. Promote stability and provide advice in the case of a conflict.
3. Be present at all major events to ensure sorority protocols are being followed.
4. Be present at two(2) meetings per semester.
5. Ensure that all decisions follow the structure of the university's rules and this constitution.

##### **President**

1. Carrying out all of the roles and duties expected in Islam as a leader of the local Muslim student community.
2. Facilitating EC and General Body meetings.
3. Keeping up to date on all aspects of MDA in coordination with the Alpha Chapter.
4. Coordinating all of these aspects and activities so as to achieve maximum efficiency.
5. Attempting to fulfill the goals of MDA as outlined in Article One.



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6. Working with the Public Relations and Outreach EC Members in maintaining links with all external affairs of MDA, and acting as the representative, spokesperson and correspondent for MDA.
7. Handling and dealing with all emergency problems and situations as they arise, in accordance with the charter.
8. Monitoring and being held responsible for all affairs of MDA.

### **Vice President**

1. Assisting in the management of MDA and its activities.
2. Assisting the President in fulfilling the goals of MDA as outlined in Article I.
3. Directing and supervising the activities of MDA.
4. Assuming the functions of the President temporarily when requested as such by the President.
5. Assuming the Presidency if the President is unable to fulfill his or her responsibilities or overseeing the process of selection for a new president, at the discretion of the EC.
6. Collecting feedback from the General Body, and representing their concerns to the EC. This may include conducting surveys, questionnaires, or creating a suggestion box.
7. If serving in a Beta Chapter, reporting to the Alpha chapter as deemed necessary by the Alpha Chapter Executive Board.

### **Secretary**

1. Assisting the President of the EC
2. Assisting the President in fulfilling the goals of MDA as outlined in Article One.
3. After Presidential approval, the Secretary must provide minutes in writing for all EC and General Body meetings to the advisor and the sorority within a reasonable period of time (2 days).
4. Maintaining and updating the list of MDA members' names, addresses, telephone numbers and email addresses every semester.
5. Attending mandatory university meetings, or finding a replacement if not able to attend. Reporting information from university meetings to the EC at the next meeting.
6. Keeping the sorority registered at the prospective university where the Chapter is organized.
7. Presiding over all meetings when both President, Vice President, and Operations Manager are absent.
8. Keeping attendance records of every meeting.



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### **Treasurer**

1. Maintaining the record of all the financial transactions of MDA.
2. Assisting the President in fulfilling the goals of MDA as outlined in Article One.
3. Maintaining the systematic upkeep of books, and writing disbursements and receipts.
4. Collecting and depositing all the funds received on behalf of MDA within 24 hours of the following business day.
5. Presenting at each Executive Committee meeting a report of the status of MDA's financial affairs, including all donations received and current bank balance.
6. Attending mandatory university meetings according to rules for sorority membership at said university, or finding a replacement if not able to attend. Reporting information from university meetings to the EC at the next meeting.

### **Other suggested/optional officer positions outside of the Executive Board include:**

#### **Public Relations Officer**

1. Promoting sorority events via creating flyers, posters, and other media forms.
2. Assisting the President in fulfilling the goals of MDA as outlined in Article I.
3. Communicating the regular activities of MDA to the General Body.
4. Planning, developing, and implementing PR strategies.
5. Writing and editing in house/university news media.
6. Marketing our information to the greater community.

#### **Operations Manager**

1. Facilitating increased, effective communication within the sorority and its officers, including running meetings.
2. Assisting in the management of MDA and its activities.
3. Assisting the President in fulfilling the goals of MDA as outlined in Article One.
4. Assuming the functions of the President temporarily when requested as such by the President.
5. Acting as a liaison between the sorority, the university advisor(s), and the university's student affairs office.





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### **Special Projects Coordinator**

1. Assisting the President in fulfilling the goals of MDA as outlined in Article One.
2. Handling specific tasks not outlined in other officer positions on an as-needed basis determined by the Executive Committee.

### **Social Media Manager**

1. Create and maintain MDA website in tandem with the Alpha Chapter.
2. Assisting the President in fulfilling the goals of MDA as outlined in Article I.
3. Planning, developing, and implementing social media strategies.
4. Managing and updating information and engaging social media sites such Facebook and Twitter.
5. Keep events page up to date with current MDA events, programs, and projects

**8.1 Any of the above additional officers may be instated on an AS NEEDED basis under the decision of the Colony Executive Board after informing and advisement of Chapter Coordinator.**



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### Article VI: Meetings

#### **Section 1: General Guidelines**

- 1.1 M4C shall hold regular meetings to conduct its affairs. There will be two general types of meetings: EC Meetings and General Body Meetings.
- 1.2 Each member shall attempt to avoid discussion of controversial issues in a manner that may hurt the feelings of a member or group of members.
- 1.3 All members shall exercise due tolerance and respect towards the expressed opinions of other members in any meeting held by MDA.
- 1.4 No individual should be banned from attending an open General Body event unless (as interpreted by at least 3 members of the EC):
  - 1.4.1 Deliberate and serious abuses of Islamic values are taking place.
  - 1.4.2 These abuses are having a direct and significant effect on other members.

#### **Section 2: EC Meetings**

- 2.1 EC Meetings should be held weekly.
- 2.2 A quorum will consist of at least three EC Members.
- 2.3 All EC Members are required to attend all EC meetings. If one cannot attend a meeting, the President must be notified with an explanation as soon as possible.
- 2.4 Advance notice is also required if one will be late to a meeting, or has to leave early, for a valid reason (as determined by the EC). In the case of the President, the President would be responsible for appointing another facilitator, from the EC, usually the VP or the Operations Manager.



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### **Section 3: General Body Meetings**

- 3.1 General Body Meetings must be held at biweekly (excluding summer semesters).
- 3.2 Every attempt should be made to ensure all members of the General Body Meeting can attend the scheduled meetings.

### **Article VII: Election Process**

#### **Section 1: Timeline**

- 1.1 M4C EC board positions must be assigned prior to beginning the Colony. should be held in April.
- 1.2 If a position is vacated, nominations must be opened at least two weeks prior to the elections.
- 1.3 Nominations must be held open for at least one week.
- 1.4 After nominations are finalized, the Elections Committee will notify the General Body Members of the candidates' information.
- 1.5 The EC will elect officers from nominations by vote.

#### **Section 2: Nominations**

- 2.1 All nominees must be members of the General Body.
- 2.2 All nominees must read and agree to implement the principles in this Constitution if they are elected to office.
  - 2.2.1 The Elections Committee must make clear to all candidates the seriousness of the position, what each position exactly entails, and the responsibility to Allah (swt) that each candidate will have after accepting a position.



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- 2.2.2 Before accepting any nomination, the candidate must read and agree to the duties and responsibilities of that position and sign the candidate form.
- 2.3 The President must have been on the EC for at least two semesters and the Vice President for one semester.
- 2.4 An EC Member who has held the same position for two consecutive years may not be nominated for the same position again.



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### **Section 4: Election Rules and Procedures**

A candidate is considered to have been elected in one of two cases.

- 4.1 In the first case, in which there is 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 run-off must be held between these two candidates, in which case the elected candidate is the one who receives the greater number of votes.
  - 4.1.1 Should the runoff between the two candidates result in a tie, a second run-off will be conducted as per the following:
    - 4.1.1.1 Each candidate will be given the same amount of time to address the voting body again.
    - 4.1.1.2 For the second run-off, the elections committee members will also cast their votes along with the voting body.
- 4.2 In the second case, in which there is only one candidate running for a position, 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 position will be considered vacant. The vacancy will be filled in accordance with Article IX.
- 4.3 Members will cast their votes by ranking candidates for each position. All candidates must be ranked, with a unique rank, for a ballot to be considered valid.
- 4.4 General Body Members must be physically present during the elections to cast votes.

### **Section 5: Election Results**

- 5.1 In the case that only one person is elected to the EC, the EC must do everything in its power to appoint another person to come to the meetings.



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5.2 All EC Members must hand over their files for the year and train the new individuals for their respective positions as soon as possible following the elections.

### **Article VIII: Impeachment**

#### **Section 1: Grounds for Impeachment**

- 1.1 A hearing must be held if any EC Member has been found to violate any one of the following:
  - 1.1.1 Any MDA principle or values, such that the member would become unworthy to serve as a leader and/or to represent MDA.
  - 1.1.2 Minimum standards of attendance in EC meetings as specified in Clause 6 of Section 2 in Article VI.
  - 1.1.3 The decision-making process, by making critical decisions without appropriate consultation as specified in Article IV.
  - 1.1.4 The procedures for making financial decisions as specified in Article IV.
  - 1.1.5 The MDA Charter, by not fulfilling their duties and responsibilities.

#### **Section 2: Impeachment by the EC**

- 2.1 An impeachment hearing will be held if at least five EC Members believe that there are sufficient grounds for impeachment.
- 2.2 All EC Members must be present at the hearing.
- 2.3 Each EC Member, except for the Member in question, will have one vote.
- 2.4 At least a two-thirds majority vote is needed to impeach the EC Member in question.
- 2.5 Any impeachment decision can be reversed in a General Body Hearing as outlined in Article III.

#### **Section 3: Impeachment by the General Body**

The General Body can impeach any member of the EC as specified under the procedures outlined in Article III.



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### **Section 3: Impeachment of a Chapter President**

In the case of presidential impeachment, the Alpha chapter must be notified, kept involved in all hearings and communication, and included in the vote for or against impeachment.

### **Article IX: Vacancies**

#### **Section 1: Vacancy**

- 1.1 In the event of a vacancy, due to impeachment, resignation or any other event, the EC will choose a suitable replacement for the position.
- 1.2 A General Body Member shall be appointed to fill a vacancy by a simple majority vote of the EC.
- 1.3 In the case of a vacancy in the Presidential position, the EC may decide that the Vice President will assume the office for the remainder of the term or the EC may choose a suitable replacement.

### **Article X: General Provisions**

#### **Section 1: Dissolution**

If due to some extreme circumstance the sorority is forced to dissolve or is inactive, then all assets of the sorority which are left after meeting liabilities must be relinquished by the last EC to Islamic Relief USA.

#### **Section 2: Amendments**

- 2.1 Amendments may be made to this charter by a majority vote of a quorum of 51% of the General Body.
- 2.2 Votes should be accepted by the EC appointees for a period of at least one week, after membership has reached 21 members.



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2.3 Only General Body Members of MDA may vote.

### **Section 3: Interpretation**

- 3.1 In the case of ambiguity regarding the interpretation of any sections of this charter or a possible conflict between one or more sections, the current EC's interpretation will rule.
- 3.2 If editing or rewriting is necessary, the EC should follow the precedent for an amendment.

### **Section 4: Information Privacy**

The list of members names and information cannot be shared with anyone outside the EC of MDA to create any other organizations, promotions or solicitation.

### **Article XI: Amendments**

Here will contain a list of amendments and date of approval:





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### **Article XII: EC Members.**

President	Rama Naboulsi	12/28/2020
Vice President	Maham Usmani	12/29/2020
Treasurer	Tala Maya	12/29/2020
Secretary	Roya Shahinfar	12/29/2020