**In The Name of Allah, The Extremely Merciful, The Especially Merciful**

 Bylaws and Constitution of the Ask A Muslim Chapter at The Ohio State University Columbus, Ohio

Article I—Name, Nature, and Non-Discriminatory Policy

Section 1: Name

The official name of the organization, shall be “Ask A Muslim at The Ohio State University” (henceforth referred to as “AAM”), this organization will be a chapter of Ask A Muslim, a non-profit organization located in Columbus Ohio; this non-profit organization is a religious entity incorporated under the laws of the State of Ohio.

Section 2: Purpose

AAM-OSU’s aim is to eradicate misconceptions about Islam, to show a good example of a Muslim’s demeanor, and to show a good example of Islam through good actions required of a Muslim by the Quran and *Sunnah* (Verbally transmitted record of the teachings, deeds and sayings, silent permissions or disapprovals of the prophet Muhammad (pbuh), as well as various reports about Muhammad’s companions). AAM-OSU will also incorporate and apply the best practices in inviting and informing people about Islam (both Muslim and non-Muslim) according to the Quran, and *Sunnah* of Prophet Muhammad (pbuh) and the understanding of the righteous predecessors (May God be pleased with them).

 Section 3: Non-Discriminatory Policy

The AAM at OSU and its members shall 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.

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Article II - Membership: Qualifications and categories of membership

 Voting membership should be defined as limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members. [For educational and leadership development reasons, student organizations are to be student initiated, student lead, and student run.]. All members have to sign AAM-OSU disclaimer form. To participate in tabling events members must take training.

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 organization’s 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 organization’s advisor.

III.b. Any elected officer of the chapter may be removed from their position for cause. 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 organization’s 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), {00312468-1} the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership:

 Section 1: Composition

 The AAM-OSU board shall be comprised of the following positions.

 a. President

 b. Vice-President

 c. Treasurer

 d. Co-Counselors

 e. Community Advisor

Section 2: Officer Duties

1. President
2. The President shall oversee the performance of all executive board members to ensure that constitutional requirements and duties are fulfilled. Where and when necessary, the President shall assist AAM-OSU executive board members with fulfilling their respective duties and organizational obligations according to his/her capacity.
3. The President shall serve as the official spokesperson of the organization in all meetings, interviews, and interactions with other organizations, individuals, and institutions, both within The Ohio State University and externally. In the event that the executive board feel another board member is more suitable for the job, the issue can be put to a vote.
4. The President shall be responsible for maintaining fluid communication and a close working relationship with The Ohio State University Student Government, other Student Clubs & Organizations within the university, and the AAM-OSU Advisor to achieve integration into the institutional framework of the university and perpetually maintain event collaboration between AAM-OSU and other organizations.
5. The President shall be responsible for conducting all meetings of the AAM-OSU executive board.
6. The President shall ensure that conflicts, potential or realized, internal or external to the organization, do not jeopardize the existence or functioning of AAM-OSU. The President shall steer AAM-OSU away from potentially harmful actions to the effective conduct of the organization and serving as a source of conflict prevention and resolution, both internally and externally, where and when such actions may be required by the organization.
7. The President shall be responsible for convening and overseeing strategic planning meetings to decide upon and organize the yearly events that AAM-OSU shall strive to effectively execute in the impending academic year with the help of the board members.
8. The President shall work with the treasurer to guarantee sufficient funds are maintained so as to properly fund and facilitate the execution of AAM-OSU’s events.
9. The President shall have the authority to be a co-signer on all checks and financial transactions.
10. During the process of transitioning from the incumbent executive board to the executive board elect, the President shall work with both groups to ensure that a proper understanding of the AAM-OSU constitution is conveyed, that all executive board members have complete and working knowledge of their respective positions, and that there is no gap in working toward general organizational goals and objectives and purposes.
11. With a two-thirds majority vote of the executive board, the President shall determine the proper course of action with regard to issues upon which the constitution of AAM-OSU does not elaborate.
12. In the case of a vote, if there is a tie, the President's acts as the tie breakers, wherein his or her opinion overrides.

ii Treasurer

1. The Treasurer shall maintain all documentation and receipts of incoming and outgoing funds from AAM-OSU accounts, maintain a ledger of transactions, auditing and balancing said ledger in reference to account statements issued by the financial institution with which funds are deposited, and reconcile all reimbursements that may occur in the conducting of AAM-OSU business.
	* 1. The Treasurer shall specifically maintain a record of the AAM-OSU University Account. Departments are properly accounted for and documented.
2. The Treasurer shall have the authority to be a co-signer on all checks and financial transactions.
3. The Treasurer shall work to guarantee sufficient funds are maintained so as to properly fund and facilitate the execution of AAM-OSU’s events; strategically planning the funding of events in order to minimize or recover costs so as to maintain AAM funds.
4. The Treasurer shall be responsible for confirming the appropriation of monies with the executive board before releasing funds.
5. The Treasurer shall work with members of the executive board in order to minimize event expenditures and propose alternative funding possibilities or cost cutting strategies.
6. The Treasurer shall maintain a working relationship with sponsors and donors by:
7. Utilizing sponsorships and donations for all AAM-OSU events when possible.
8. Maintaining an up to date marketing portfolio
9. Providing sponsors and donors with an invoice stating the exact amount and nature of the sponsorship or donation.
10. Recording and documenting all sponsorships and donations made to AAM-OSU.
11. The Treasurer shall be responsible for collecting all pledged donations raised through fundraising events.
12. The Treasurer shall be responsible for providing the executive board with an account balance update at every AAM-OSU meeting and a detailed account update at the beginning of every month for all AAM-OSU accounts.
13. The Treasurer shall produce an AAM-OSU budget projection before each semester to estimate expenses, a mid-semester analysis to evaluate usage of funds, and an end of the semester comparative analysis of projected versus actual fund utilization.
14. The Treasurer shall work with the President to resolve emergency funding issues if and when they arise and will provide the executive board with a detailed update at the first meeting of the executive board after their resolution.

j. The Treasurer shall also be in charge of creating and organizing at least two fund raisers per semester

 iii Co-Counselors

1. Consult other board members on major decisions such as elections, future events etc.
2. Formulate ideas to improve organization through their purpose, or operations, or finances, etc.
3. In the instance of a heavy workload on the other board members the Co-Counselors will be delegated duties as the board sees fit.

iiii Vice President

1. Record meeting notes via hand writing or electronically, and upload recording within seven days, or maintain written notes for board meetings.
2. The Vice President shall be responsible for preparing a meeting agenda prior to each executive board meeting, in collaboration with the board members.
3. The Vice President shall announce all upcoming meetings at least forty-eight hours prior to their convening through all avenues.
4. The Vice President shall be the event planner, and be responsible for all room bookings and reservations, completion of necessary forms and paperwork, and maintaining communication with the offices and individuals necessary for achieving this task.
5. The Vice President shall submit a weekly update to the co-presidents of all reservations, as well as any relevant information that should be related.
6. The Vice President shall act as the Chairperson in the absence of the Chairperson. The Vice President shall have such further duties as may be assigned to him/her by the Board.

iiiii Community Advisor

1. The Community Advisor shall be a current Board member of Ask A Muslim.
2. The Community Advisor shall oversee the progress, projects, and all activities of AAM-OSU to make sure if it is in line with ideologies and core values of the non-profit organization Ask A Muslim.
3. The Community Advisor shall be a liaison between Ask A Muslim and AAM-OSU to ensure the success of the organization and to maintain partnership of the two entities.
4. Community Advisor shall assist board members in completing tasks feasible to community advisor.
5. Community Advisor will make sure AAM-OSU is following guidelines set by Ask A Muslim and will report to Ask A Muslim with any and all updates.

Article VII – Adviser(s) or Advisory Board: Qualification Criteria.

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

Article VIII – Meetings of the Organization: Required meetings and their frequency.

AAM-OSU shall hold weekly board meetings throughout the year, with the exception of the summer sessions which will be held on occasion to plan for upcoming semesters. AAM-OSU shall also hold general body meetings bi-weekly.

Article IX – Method of Amending Constitution:

Amendment of constitution shall be decided by the board members as deemed necessary, Amendment must be proposed by at least two board members, board members must discuss potential amendments and decide whether to approve of amendments, final decision of amendment must be decided by president.

Article X – Method of Dissolution of Organization:

 Section 1: Debts

In the event of the dissolution of MSA-OSU, all outstanding debts shall be paid in full before any other action is taken with the then extant funds of the organization

Section 2: Method of Disbursing Remaining Funds.

In the event AAM-OSU becomes insolvent or dissolves, and remaining debts have been paid, the assets of AAM-OSU shall be donated to a charity of the choice of the board under dissolution, or to an organization that provides aid to the community.