



In the Name of Allah, the Most Gracious, the Most Merciful
Constitution of the Muslim Students' Association at the Ohio State University

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

a. Section 1: Name

- i. The official name of the organization, appearing on all documentation, shall be the "Muslim Students' Association at The Ohio State University"; hereafter referred to as "MSA-OSU." The official abbreviation of the organization's name shall be "MSA-OSU."

b. Section 2: Nature

- i. The MSA-OSU is a non-profit organization dedicated to serving Islam and the Muslims of Ohio State University by strengthening the Muslim community through service and activism, educating Muslims and people of other faith traditions about Islam, and facilitating an improved environment for students on campus. MSA-OSU will follow Islamic principles as outlined in the Qur'an and Prophetic Tradition (Sunnah). Toward this end, the Association shall:
 1. Encourage unity and cooperation among Muslims and members of different faiths.
 2. Engage in social, cultural, religious, and other activities in accordance with Islamic traditions.
 3. Arrange and hold congregational prayers and Islamic religious festivals at appropriate periods.
 4. Make Islamic teachings accessible to people of other faith groups.

c. Section 3: "Adam X" Clause

- i. MSA-OSU is open to anyone willing to abide by the constitution.
- ii. Even in the face of conflict, disagreement, or organizational duress, members of MSA-OSU will preserve respect and proper etiquettes of interaction and communication at all times.
- iii. There are theological and religious differences on The Ohio State University campus. While respectful disagreement is to be expected, members of MSA-OSU will never support the explicit condemnation of any religious tradition or lack thereof.
- iv. In essence, we are all descendants of Adam, and we endeavor to unify via our commonalities, despite our differences.
- v. MSA-OSU will work to foster a climate in which a diverse range of Muslim traditions can collaborate on events and activities that emphasize the unity of similarity while minimizing the divisive potential of differences.

d. Section 4: Representation

- i. The MSA-OSU will strive to represent and advocate for all facets of the Muslim community at The Ohio State University at all times. The MSA-OSU will not exclude any component of the Muslim community from its activities, representation, or advocacy efforts due to the diversity of the Muslim community.
- e. Section 5: Programming**
 - i. The MSA-OSU will provide programming that represents the spiritual, educational, and religious needs of all components of the Muslim student body at The Ohio State University, in order to respect the diversity of opinion that exists within the Muslim community. This may necessitate duplicate programming at times.
- f. Section 6: Non-Discriminatory Policy**
 - i. The MSA-OSU and its members shall not discriminate against any individual(s) 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 university guidelines.

Article II - Hallmarks

- a. Section 1: Spiritual**
 - i. The MSA-OSU is committed to inculcating Islamic spiritual values in students.
- b. Section 2: Education**
 - i. The MSA-OSU is dedicated to teaching students about Islam's religious, spiritual, social, historical, cultural, ethnic, racial, judicial, theological, political, and contemporary issues. The MSA-OSU is likewise dedicated to developing critical thinking abilities within an Islamic intellectual framework and promoting a respectful intellectual interchange atmosphere. Halaqas, lectures, classes, seminars, conferences, and congregational gatherings are examples of educational methods that can be used to achieve this goal.
- c. Section 3: Social**
 - i. The MSA-OSU is dedicated to creating a social environment for Muslims and individuals of other faith traditions that includes people of many backgrounds, ethnicities, and cultures, while also addressing the needs of students via the qualities of Brotherhood and Sisterhood. The MSA-OSU is dedicated to fostering social engagement, connection, bonding, exchange, and dialogue between Muslims and other religious and secular groups.
- d. Section 4: Community Service**
 - i. The MSA-OSU is dedicated to altruistic social improvement and philanthropic activities and events in the larger community. Participation in community service programs by the MSA-OSU will be an expression of the Islamic principles of charity, neighborliness, and service.
- e. Section 5: Financial**
 - i. The MSA-OSU is dedicated to raising the funds necessary to achieve the organization's aims and objectives. Current Islamic regulations must be followed for successful financial management. This will make it easier to provide the best spiritual, educational, social, and community activities possible.

Article III: Mission and Vision Statements

a. Section 1: Mission:

- i. Serve Muslim students at the Ohio State University and the surrounding Columbus community by assisting them in forming, developing, strengthening, and maintaining professionally supported relationships in a safe environment, with a focus on spiritual, religious, social, and civic engagement and well-being.

b. Section 2: Vision:

- i. All Muslim students at the Ohio State University have a safe space in which to build a closer relationship with God and their community.

Article IV: Affiliations

a. Section 1: MSA National

- i. MSA-OSU can be affiliated with the Muslim Students' Association of the United States and Canada, hereafter referred to as MSA National.

b. Section 2: Outside Affiliations

- i. No exclusive affiliation shall be given to any organization, including but not limited too, a masjid or Islamic organization.
 1. Memorandums of Understanding can be made with outside organizations and are subject to yearly renewal.

Article V: Executive Board

a. Section 1: Composition

- i. The MSA-OSU executive board shall be comprised of the following positions:
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Male Education Chairperson
 6. Female Education Chairperson
 7. Internal Outreach Chairperson
 8. External Outreach Chairperson
 9. Brotherhood Chairperson
 10. Sisterhood Chairperson
 11. Service Chairperson
 12. Project Downtown Chairperson
 13. Marketing Chairperson
 14. Information Technology (IT) Chairperson
 15. Photography Chairperson
 16. Advisor

b. Section 2: Officer Duties

- i. President**

1. The President position shall be filled by the opposite gender of the Vice-President.
2. The President shall oversee the performance of all executive board members to ensure that constitutional requirements and duties are fulfilled.
 - a. Where and when necessary, the President shall assist MSA-OSU executive board members with fulfilling their respective duties and organizational obligations.
3. The President is required to attend all weekly executive board meetings.
 - a. The President shall be responsible for preparing a meeting agenda prior to each executive board meeting.
4. In the case of his/her inability to do so, the President shall appoint his/her Vice President to represent the association.
5. The President is responsible for outlining the responsibilities of other board positions that are not explicitly defined in this constitution.
6. The President shall serve as the official spokespersons of the organization in all meetings, interviews, and interactions with other organizations, individuals, and institutions, both within The Ohio State University and externally.
 - a. If the executive board feels another executive board member is more suitable for the job, this role may be delegated to said member.
7. The President shall be responsible for maintaining fluid communication and a close working relationship with The Ohio State University Student Clubs & Organizations within the university, and the MSA-OSU Advisor to achieve integration into the institutional framework of the university and perpetually maintain event collaboration between MSA-OSU and other organizations.
8. The President shall ensure that MSA-OSU maintains communication and cooperation with MSA National and Project Unity.
9. The President shall be responsible for conducting all meetings of the MSA-OSU executive board.
10. The President shall ensure that conflicts, internal or external to the organization, do not jeopardize the existence or functioning of MSA-OSU.
 - a. The President shall steer MSA-OSU away from potentially harmful actions to the effective conduct of the organization and serve as a source of conflict prevention and resolution, both internally and externally.
11. The President shall be responsible for convening and overseeing strategic planning meetings to decide upon and organize the yearly events that MSA-OSU shall strive to effectively execute in the academic year.
12. The President shall work with the Treasurer to guarantee sufficient funds are maintained to properly fund and facilitate the execution of MSA-OSU's events.
13. The President shall have the authority to be a co-signer on all checks and financial transactions.
14. 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 MSA-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.
15. With a majority vote of the executive board, the President shall determine the proper

course of action with regard to issues upon which the constitution of MSA-OSU does not elaborate.

16. If a person does not run for the President position, that seat shall be up for an internal vote conducted by the outgoing year's executive board in a process similar to Article IX Section 3.
 - a. The outgoing executive board and the MSA Advisor must approve of the outcome of the vote, with the newly elected board being a part of the discussion but without voting privileges.
17. The President shall be responsible for the application of Student Life Student Organization Awards in January.
 - a. This includes applying for awards for the organization at large as well as respective executive board members who qualify for particular awards.
18. If the President is male, he has the responsibility of serving as a khatib for Friday prayer in the case of no other khatib being available.
19. The President shall be responsible for serving as the face of Muslim advocacy on the Ohio State University campus and serve as the spokesperson for MSA when reaching out and meeting with university leadership and departments, including but not limited to, Undergraduate Student Government, Office of the President, Student Life, Resident Life, Recreational Life, Dining, and the Ohio Union.
 - a. The President must ensure that the MSA leadership is continuing their efforts to fight for necessary and appropriate rights and accommodations for Muslim students.
20. The President shall be responsible for transitioning the new President into their term at the end of the Spring semester.
 - a. This includes connecting the new President with university leadership and staff within important university departments.
 - b. This includes support for annual Spring registration for MSA.

ii. Vice President

1. The Vice President position shall be filled by the opposite gender of the President.
2. The Vice President is required to attend all weekly executive board meetings.
 - a. The Vice President shall be responsible for assisting the President in preparing for and conducting all meetings of the MSA-OSU executive board.
3. The Vice President shall assist the President in the oversight of the performance of all executive board members to ensure that constitutional requirements and duties are fulfilled.
4. In the case of his/her inability to do so, the Vice President shall appoint the Treasurer to represent the association.
5. The Vice President is responsible for assisting the President in outlining the responsibilities of other board positions that are not explicitly defined in this constitution.
6. If the President is not able to serve as the official spokespersons of the organization in all meetings, interviews, and interactions with other organizations, individuals, and institutions, both within The Ohio State University and externally, then the Vice President must take on this responsibility.
7. The Vice President shall have the authority to be a co-signer on all checks and financial

transactions when the President is not able to do so.

8. During the process of transitioning from the incumbent executive board to the executive board elect, the Vice President shall assist the President in working with both groups to ensure that a proper understanding of the MSA-OSU constitution is conveyed, that all executive board members have a complete and working knowledge of their respective positions, and that there is no gap in working toward general organizational goals and objectives.
9. If a person does not run for the Vice President position, that seat shall be up for an internal vote conducted by the outgoing year's executive board in a process similar to Article IX Section 3. The outgoing executive board and the MSA Advisor must approve of the outcome of the vote, with the newly elected board being a part of the discussion but without voting privileges.
10. The Vice President shall assist the President in preparing a meeting agenda prior to each executive board meeting.
11. If the Vice President is male, he has the responsibility of serving as a khatib for Friday prayer in the case of no other khatib being available.
12. The Vice President shall take on the responsibility of overseeing the committees conducted by executive board members, as mentioned in Article VII, Section 4.
13. The Vice President shall be responsible for transitioning the new Vice President into their term at the end of the Spring semester.

iii. Secretary

1. The Secretary is required to attend all weekly executive board meetings.
 - a. The Secretary shall take minutes of all MSA-OSU weekly executive board meetings, ensuring their quality and accuracy.
 - b. Meeting minute notes must be included in the shared MSA drive to ensure that all executive board members have access to necessary material.
2. The Secretary 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.
 - a. The Secretary must verify with the Ohio Union that the Interfaith Room is reserved for Friday Jummah prayers as well as Friday night General Body Meetings for the next 10 years.
 - i. The Secretary is responsible for following up on pending or tentative confirmations to ensure that there are no conflicts.
3. The Secretary must maintain strong relationships with the Ohio Union staff and event coordinators as well as the staff of the Keith B. Key Center for Student Leadership and Service to ensure that MSA is provided with an office space.
4. The Secretary must be responsible for reservations when the appropriate booking windows open through the Ohio State portal.
 - a. The Secretary must be prepared to book for regularly scheduled meetings, such as executive board meetings, committee meetings, halaqas, etc, once the window opens as room reservations fill up relatively quickly by other organizations.
5. The Secretary shall work closely with executive board members in booking spaces for events and following up with respective chairs about booking confirmations and/or

cancellations.

- a. The Secretary must follow up with respective chairs about their room reservations and verify that it was set up as requested and necessary supplies/equipment was available at the time of the event.
6. The Secretary shall maintain necessary supplies, organization and cleanliness of the MSA-OSU office through delegation to the rest of the Executive Board.
7. The Secretary shall submit a weekly update at weekly executive board meetings, with the discretion of the President, of all transactions, reservations, as well as any relevant information.
8. The Secretary shall maintain a file to include all documentation of official business, conducted by MSA-OSU. This file shall be kept as an archive of MSA-OSU activity and shall include items from all aspects of organizational operations, executive board positions, committees, and all other elements of MSA-OSU.
9. The Secretary is responsible for holding executive board members accountable for any tasks assigned to them in a timely manner through Slack or another organizational tool.
10. The Secretary must review the Constitution at least once per semester to ensure that all executive board members are following rules and procedures in conducting and carrying out the organization's responsibilities.
11. The Secretary shall be responsible for transitioning the new Secretary into their term at the end of the Spring semester.
 - a. The Secretary must ensure that proper contact information is passed down, specifically with event coordinators and the necessary information required for room reservations and bookings.

iv. Treasurer

1. The Treasurer is required to attend all weekly executive board meetings.
2. The Treasurer shall collect electronic documentation and receipts of incoming and outgoing funds from MSA-OSU accounts, maintain a ledger of transactions, audit and reconcile said ledger in reference to account statements issued by the financial institution with which funds are deposited, and reconcile all reimbursements that occur while conducting MSA-OSU business.
3. The Treasurer should be monitoring MSA-OSU accounts daily, and ensure appropriate funds are being transferred between the different accounts for various expenses.
4. In the case of the President and Vice President's inability to do so, the Treasurer shall represent the association.
5. The Treasurer is responsible for applying for university funding through Ohio State University's student organization management website.
6. The Treasurer is to be a co-signer on all financial transactions alongside the President not limited to checks.
7. The Treasurer shall be responsible for creating a detailed and outlined semesterly budget to present to the President, Vice President, and respective executive board members at the first meeting of the semester.
 - a. This budget shall outline all losses, profits, sponsorships, and donations.
8. The Treasurer shall work to guarantee sufficient funds are maintained to properly

fund and facilitate the execution of MSA-OSU's events; strategically planning the funding of events in order to minimize or recover costs to maintain MSA-OSU funds.

9. The Treasurer shall be responsible for confirming the appropriation of funds with the executive board before releasing funds.
10. 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.
11. The Treasurer shall maintain a working relationship with sponsors and donors by:
 - a. Utilizing sponsorships and donations for all MSA-OSU events when possible.
 - b. Providing sponsors and donors with an invoice stating the exact amount and nature of the sponsorship or donation.
 - c. Recording and documenting all sponsorships and donations made to MSA-OSU.
 - d. 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 or a detailed account update for all MSA-OSU accounts regularly or at the discretion of the executive board.
13. 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.
14. The Treasurer is encouraged to have a committee to obtain a broader perspective and more ideas from the general body members in accordance with Article VII Section 4.
15. The Treasurer shall submit a weekly update at weekly executive board meetings, with the discretion of the President, of all transactions, ledgers, as well as any relevant information.
16. The Treasurer shall be responsible for transitioning the new Treasurer into their term at the end of the Spring semester.
 - a. This includes transferring all accounts and account information to the new Treasurer's name.

v. Co-Education Chairpersons (Male and Female)

1. The Co-Education Chairpersons positions shall be filled by one male and one female.
2. The Co-Education Chairpersons are required to attend all weekly executive board meetings.
3. The Co-Education Chairpersons shall design a semesterly curriculum requiring the approval of the MSA-OSU executive board, which should reflect an understanding and appreciation that satisfies the needs of the MSA-OSU members.
 - a. Additionally, the curriculum shall reflect the mission and goals of MSA-OSU, abide by the Adam X clause as defined in Article I Section 2, and shall encompass a broad understanding of the Islamic intellectual tradition.
 - b. Adam X clause
 - i. MSA-OSU is open to anyone willing to abide by the constitution.
 - ii. At all times, members of MSA-OSU will maintain respect and proper etiquette of interaction and communication, even in the event of a conflict, disagreement, or organizational duress.

- iii. Differences of theology and belief exist within the campus of The Ohio State University. While a level of respectful disagreement is to be expected, at no time will members of MSA-OSU countenance the specific condemnation of any theological tradition or lack thereof.
 - iv. In essence, all of humanity is the progeny of Adam, and we must strive to unite through our similarities, despite the presence of differences.
 - v. MSA-OSU shall strive to create an environment in which the broadest collection of Muslim traditions can cooperate on events and activities that stress the unity of similarity, while mitigating the divisive potential of disagreements.
 - 4. The Co-Education Chairpersons shall be responsible for the planning and implementation of at least three events per month, taking into consideration academic breaks, in the forms of classes, seminars, lectures, halaqas, and social events.
 - a. In seeking out speakers or representatives to host and lead discussions, the Co-Education Chairpersons must ensure that said speakers have the proper qualifications and title to be speaking on said topics.
 - 5. The Co-Education Chairpersons shall be responsible for the planning and implementation of a budget for the events in the semester and submit the budget to the Treasurer.
 - 6. The Co-Education Chairpersons shall submit a weekly update at weekly executive board meetings, with the discretion of the President, of all plans, activities, as well as any other relevant information.
 - a. During weekly executive board meetings, the Co-Education Chairpersons shall provide detailed information about event details to the Marketing Chairperson and the Information Technology Chairperson in order to gather and post appropriate marketing and newsletter materials for the general body.
 - b. If the Co-Education Chairpersons do not provide the materials needed for marketing by the agreed upon deadline, then the Marketing Chairperson and IT Chairperson are not responsible for creating and/or advertising marketing materials.
 - 7. The Co-Education Chairpersons are encouraged to have a committee in order to obtain a broader perspective and more ideas from the general body members in accordance with Article VII Section 4.
 - 8. The Co-Education Chairpersons shall be responsible for transitioning the new Co-Education Chairpersons into their term at the end of the Spring semester.
- vi. Co-Outreach Chairpersons (Internal and External)**
- 1. The Co-Outreach Chairpersons are required to attend all weekly executive board meetings.
 - 2. The Co-Outreach Chairpersons shall be responsible for coordinating with other student clubs and organizations to cosponsor and collaborate on events and activities.
 - 3. The Co-Outreach Chairpersons shall be responsible for maintaining strong relations with local masjids and Muslim organizations, particularly working alongside Noor Islamic Cultural Center (NICC) and its leadership.
 - 4. The Co-Outreach Chairpersons are responsible for hosting however many events they

- see fit, in addition to annual MSA events.
- a. The Co-Outreach Chairpersons must work to plan and execute the agreed upon number of events that are discussed collectively with the rest of the board.
5. Once elected into the role, the Co-Outreach Chairpersons will take on the role of the External Chair and the Internal Chair.
 - a. The External Chair is designed to spearhead any official MSA business with professional, community, and business entities.
 - i. The External Chair must work to maintain and strengthen relationships with Muslim community members and their leaders such as NICC, Masjid Omar Ibn-Khatab, Council on American Islamic Relations (CAIR-OHIO), and others to support Muslim students on and off-campus.
 - ii. The External Chair must work to establish and maintain strong relationships with city and business leaders that have a direct impact on Muslim lives in Columbus.
 - iii. The Internal Chair must work to maintain and strengthen relationships within the Muslim community at the Ohio State University and directly on our campus.
 - b. The Internal Chair is charged with the maintenance and development of any Ohio State University or National MSA relations.
 - i. The Internal Chair must collaborate with the President in preparing documents and presentations as MSA functions as an advocacy group to University Leadership and various departments.
 - ii. The Internal Chair is responsible for the maintenance of our Sister Organization relationships and developing new relations with other organizations as the Board sees fit.
 - iii. The Internal Chair is responsible for OSU-MSA relationship with National MSA including planning Midwest MSA as the largest MSA entity in the country.
 - iv. The Internal Chair must assist and design MSA collaborations with other student organizations on campus.
 6. Maintain a working relationship with student organizations that have members that can benefit from the services provided by the MSA-OSU.
 - a. This can be done by attending other organizations' events or inviting them to MSA-OSU events.
 - b. This can also be done by advertising other organizations' events on our social media platforms.
 7. The Co-Outreach Chairpersons shall submit a weekly update at weekly executive board meetings, with the discretion of the President, of all plans, activities, as well as any other relevant information.
 - a. During weekly executive board meetings, the Co-Outreach Chairpersons shall provide detailed information about event details to the Marketing Chairperson and the Information Technology Chairperson in order to gather and post appropriate marketing and newsletter materials for the general body.

8. The Co-Outreach Chairpersons are encouraged to have a committee meeting in order to obtain a broader perspective and more ideas from the general body members in accordance with Article VII Section 4.
9. The Co-Outreach Chairpersons shall be responsible for transitioning the new Co-Outreach Chairpersons into their term at the end of the Spring semester.

vii. Brotherhood and Sisterhood Chairpersons

1. The Brotherhood and Sisterhood Chairpersons are required to attend all weekly executive board meetings.
2. The Brotherhood and Sisterhood Chairpersons shall serve as the faces of the community and work to maintain a strong and welcoming community on our campus.
 - a. The Brotherhood and Sisterhood chairperson's most crucial role is to make sure that the MSA is an inclusive environment, by making an effort to interact with all general body members and make sure they feel welcomed at events.
3. The Brotherhood and Sisterhood Chairpersons shall divide the elements of planning and implementation GBM's and regular social events according to that which is deemed most appropriate for an event or activity.
 - a. The Brotherhood and Sisterhood Chairpersons shall meet at least once a week to discuss ideas and plan for upcoming events.
4. The Brotherhood and Sisterhood Chairpersons shall be present at the majority of MSA events, including GBM's, Halaqa's, Service events, Project Downtown, and make efforts to attend other student organization events as well.
5. The Brotherhood and Sisterhood Chairpersons shall be responsible for facilitating sports activities for respective MSA-OSU members.
6. The Brotherhood Chairperson shall be responsible to maintain the availability of an alternative Khatib at every Salat al-Jum`ah.
7. The Brotherhood and Sisterhood Chairpersons shall submit a weekly update at weekly executive board meetings, with the discretion of the President, of all plans, activities, as well as any other relevant information.
 - a. During weekly executive board meetings, the Brotherhood and Sisterhood Chairpersons shall provide detailed information about event details to the Marketing Chairperson and the Information Technology Chairperson in order to gather and post appropriate marketing and newsletter materials for the general body.
 - b. If the Brotherhood and Sisterhood Chairpersons do not provide the materials needed for marketing by the agreed upon deadline, then the Marketing Chairperson and IT Chairperson are not responsible for creating and/or advertising marketing materials.
8. The Brotherhood and Sisterhood Chairpersons are encouraged to have a committee in order to obtain a broader perspective and more ideas from the general body members in accordance with Article VII Section 4.
9. The Brotherhood and Sisterhood Chairpersons shall be responsible for the oversight and monitoring of the MSA GroupMe's and Groupchats.

- a. The Brotherhood Chairperson shall be added as Administrator to the MSA Brotherhood Chat.
 - b. The Sisterhood Chairperson shall be added as Administrator to the MSA Sisterhood Chat.
 - c. Both the Brotherhood and Sisterhood Chairperson shall be added as Administrator to the main MSA GroupMe Chat.
10. The Brotherhood and Sisterhood Chairpersons shall be responsible for transitioning the new Brotherhood and Sisterhood Chairpersons into their term at the end of the Spring semester.

viii. Service Chairperson

1. The Service Chairperson is required to attend all weekly executive board meetings.
2. The Service Chairperson shall be responsible for finding service projects on campus and in the Greater Columbus community.
3. The Service Chairperson shall submit a weekly update at weekly executive board meetings, with the discretion of the President, of all plans, activities, as well as any other relevant information.
 - a. During weekly executive board meetings, the Service Chairperson shall provide detailed information about event details to the Marketing Chairperson and the Information Technology Chairperson in order to gather and post appropriate marketing and newsletter materials for the general body.
 - b. If the Service Chairperson does not provide the materials needed for marketing by the agreed upon deadline, then the Marketing Chairperson and IT Chairperson are not responsible for creating and/or advertising marketing materials.
4. The Service Chairperson is responsible for maintaining a strong relationship with the Project Downtown Chairperson, advising them on matters relevant to Project Downtown (see Article VI).
 - a. The Service Chairperson is required to attend all Project Downtown service events.
5. The Service Chairperson is responsible for directing their volunteers to weekly local service events (ex. MY Family Pantry on Saturday morning).
6. The Service Chairperson is responsible for hosting at least three service events per semester (ex. Feed the Hungry or Islamic Relief Meal Pack).
7. The Service Chairperson is encouraged to have a committee in order to obtain a broader perspective and more ideas from the general body members in accordance with Article VII Section 4.
8. The Service Chairperson shall be responsible for transitioning the new Service Chairperson into their term at the end of the Spring semester.

ix. Project Downtown Chairperson

1. The PD Chairperson is required to attend all weekly executive board meetings.
2. The PD Chairperson is responsible for the following tasks, through either completing the tasks themselves or delegating the tasks to other general body members:
 - a. The PD Chairperson is responsible for organizing the bagging of lunches every Sunday afternoon.
 - i. This includes, but is not limited to, buying the items, maintaining a log of the

items in an inventory list, setting up the room for the project, cleaning up the room when finished, and transporting the bagged lunches to the drop-off location.

- ii. The PD Chairperson is responsible for keeping close relations with Trinity Episcopal Church/other drop off locations.
 - iii. The PD Chairperson shall work closely with the Treasurer to ensure that proper and adequate funds are being set aside for PD materials and groceries.
 - 1. The PD Chairperson shall inquire about additional funding opportunities to continue the growth of PD.
 - b. The PD Chairperson is responsible for keeping track of all volunteers and their hours.
 - c. The PD Chairperson is responsible for revising and submitting weekly social media blurbs, endorsing Project Downtown.
 - d. The PD Chairperson is responsible for storing all receipts used to purchase Project Downtown items in a designated location in the MSA office.
 - e. The PD Chairperson is responsible for maintaining contact with the Community Service Chairperson and submitting weekly updates regarding the progress of Project Downtown to them.
 - 3. The PD Chairperson shall work with the Secretary months in advance to book rooms every Sunday from 12pm to 2pm.
 - a. The PD Chairperson shall request 6 or so tables for each reservation.
 - b. The PD Chairperson shall notify the Secretary 2 weeks in advance to cancel any bookings.
 - c. The PD Chairperson shall be mindful and aware of holidays and breaks, while requesting room reservations.
 - 4. The PD Chairperson shall submit a weekly update at weekly executive board meetings, with the discretion of the President, of all plans, activities, as well as any other relevant information.
 - a. During weekly executive board meetings, the PD Chairperson shall provide detailed information about event details to the Marketing Chairperson and the Information Technology Chairperson in order to gather and post appropriate marketing and newsletter materials for the general body.
 - b. If the PD Chairperson does not provide the materials needed for marketing by the agreed upon deadline, then the Marketing Chairperson and IT Chairperson are not responsible for creating and/or advertising marketing materials.
 - 5. The PD Chairperson shall be responsible for transitioning the new PD Chairperson into their term at the end of the Spring semester.
- x. Marketing Chairperson**
- 1. The Marketing Chairperson is required to attend all weekly executive board meetings.
 - 2. The Marketing Chairperson shall be responsible for publicizing all MSA-OSU activities and events through the following:
 - a. Posting event information and updating the MSA-OSU social media platforms including, but not limited to, Facebook, Twitter, and Instagram.
 - i. The Marketing Chair must check chats and private direct messages on all social media platforms to address specific concerns, questions,

and comments within three days.

1. When necessary, the Marketing Chairperson must redirect messages to respective Chairs.
 - b. Designing and posting relevant flyers around the Ohio State University campus.
 - c. Coordinating with on-campus and off-campus media outlets with the discretion of the President and/or advisor to ensure news coverage of MSA-OSU events and activities.
 - d. Advertising other student/sister organization's events through reposts.
 - e. Informing faculty and staff of MSA-OSU events.
 - f. Advertising in local masjids through posters, flyers, and masjid newsletter advertisements.
3. The Marketing Chairperson is responsible for maintaining a relationship with the Photography Chairperson and IT Chairperson, advising them on relevant matters, and communicating expectations to them regarding their duties in accordance with Article VI.
 4. The Marketing Chairperson shall submit a weekly update at weekly executive board meetings, with the discretion of the President, of all plans, activities, as well as any other relevant information.
 - a. The Marketing Chairperson must be attentive and engaged during weekly executive board meetings and take note of upcoming dates to create a timeline of what marketing needs to be fulfilled.
 - b. The Marketing Chairperson must provide reasonable deadlines for all executive board members when submitting advertising and marketing materials.
 - i. Flyers should be posted on social media at least 7 days before the event/meeting.
 1. Deadlines given to the executive board member by the Marketing Chairperson for marketing material should be before those 7 days.
 - ii. Executive board members in need of marketing must stay in close contact with the Marketing Chairperson.
 - iii. If executive board members do not provide the materials needed for marketing by the agreed upon deadline, then the Marketing Chairperson is not responsible for creating marketing materials.
 1. The Marketing Chairperson will not reach out to executive board members asking for material because it is the executive board member's responsibility to give said material to the Marketing Chairperson in time.
 5. The Marketing Chairperson is encouraged to have a committee in order to obtain a broader perspective and more ideas from the general body members in accordance with Article VII Section 4.
 - a. The IT Chairperson and Photography Chairperson are both encouraged to attend the Marketing Committee meetings.
 - i. The connection between these three executive members is vital for

the successful marketing of the organization.

6. The Marketing Chairperson shall be responsible for transitioning the new Marketing Chairperson into their term at the end of the Spring semester.

xi. Information Technology (IT) Chairperson

1. The IT Chairperson is required to attend all weekly executive board meetings.
2. The IT Chairperson shall moderate and maintain the MSA-OSU mailing list, screen emails, approve or reject based upon the MSA-OSU email list guidelines, and add or remove members based on requests received via the website, or membership forms.
 - a. The IT Chairperson is responsible for monitoring the MSA email account and must redirect emails to respective Chairs when necessary.
3. The IT Chairperson shall compose and send weekly emails to the MSA-OSU general body with relevant updates.
 - a. The IT Chairperson must send a draft email to a handful of executive board members, particularly those that have relevant information contained within the newsletter and must make appropriate edits based on suggestions.
4. The IT chairperson shall maintain and update the MSA-OSU website, ensuring the proper functioning of the website and updating relevant event information.
 - a. The IT Chairperson must update the Google Calendar on the website with respect to upcoming events or any changes/cancellations to event details.
 - b. The IT Chairperson must update and add new photos from recent events to the Photo Gallery on the website.
5. The IT Chairperson is encouraged to attend Marketing Committee meetings when applicable and at the discretion of the Marketing Chairperson.
6. The IT Chairperson shall be responsible for coordinating ticket sales for MSA-OSU events when needed.
7. The IT Chairperson shall provide technological support to other executive board members, task forces, and ad-hoc committees as necessary.
 - a. IT related support may take the forms of creating online surveys, and creating and querying databases.
8. The IT Chairperson shall submit a weekly update at weekly executive board meetings, with the discretion of the President, of all plans, activities, as well as any other relevant information.
 - a. The IT Chairperson must provide reasonable deadlines for all executive board members when submitting advertising and marketing materials.
 - b. If executive board members do not provide the materials needed for marketing by the agreed upon deadline, then the IT Chairperson is not responsible for creating marketing materials for the newsletter.
 - i. The IT Chairperson will not reach out to executive board members asking for material because it is the executive board member's responsibility to give said material to the IT Chairperson in time.
9. The IT Chairperson is encouraged to have a committee in order to obtain a broader perspective and more ideas from the general body members in accordance with Article VII Section 4.
10. The IT Chairperson shall be responsible for transitioning the new IT Chairperson into their term at the end of the Spring semester.

xii. Photography Chairperson

1. The Photography Chairperson is required to attend all weekly executive board meetings.
2. The Photography Chairperson shall submit a weekly update at weekly executive board meetings, with the discretion of the President, of all plans, activities, as well as any other relevant information.
 - a. During weekly executive board meetings, the Photography Chairperson shall provide detailed information about event details to the Marketing Chairperson and the Information Technology Chairperson in order to gather and post appropriate marketing and newsletter materials for the general body.
 - b. If the Photography Chairperson does not provide the materials needed for marketing by the agreed upon deadline, then the Marketing Chairperson and IT Chairperson are not responsible for creating and/or advertising marketing materials.
3. The Photography Chairperson is responsible for keeping in contact with the Marketing Chairperson, submitting weekly updates regarding the progress of the directorship position.
4. Under the discretion of the Marketing Chairperson, the Photography Chairperson is required to attend the committee meetings of the Marketing Chairperson.
5. The Photography Chairperson is responsible for being present at weekly and large scale MSA-OSU events.
 - a. The number of events the Photography Chairperson is required to attend is up to the discretion of the current Executive board.
 - b. The Photography Chairperson is required to ask the permission of the individuals before taking any photographs.
6. The Photography Chairperson is responsible for uploading and organizing the photographs in the folder designated to them by the executive board.
7. The Photography Chairperson is responsible for The Crescent, where they must interview students and feature them within a monthly article while ensuring that it is being published in a timely manner.
8. The Photography Chairperson must be a communication or journalism major. They also must have published work in writing.
 - a. The Photography Chairperson may seek the help of other executive board members when necessary to carry out the task for The Crescent.
9. The Photography Chairperson shall be responsible for transitioning the new Photography Chairperson into their term at the end of the Spring semester.

xiii. Advisor

1. General
 - a. MSA-OSU should have an adviser who is active, supportive, and an advocate for Muslim interests, preferably from an academic institution, department, or field of study. It is widely accepted that an advisor's function is to mentor and assist with a hands-off attitude. It is acknowledged that the students are solely responsible for the organization's principal functioning, planning, and execution.
2. Duties

- a. Assist the organization in gaining a better knowledge of the university's institutional hierarchies. The advisor does not have a vote.
 - b. Ensure that the organization's finances are audited on an annual basis by an official University-administered audit.
 - c. Review the organization's monetary allocations as needed to ensure financial transparency and judicious use of funds.
 - d. Ensure that a transition procedure to train the Executive Board-elect takes place in a timely manner in consultation with the Election Proctors.
 - e. Meet with the Co-Presidents on a monthly basis to be briefed on the organization's activities and to address any issues, concerns, or projects that may directly influence the organization's advisor.
 - f. It is the advisor's obligation to oversee the correct preservation and safety of all organizational assets, resources, and valuables until such time as sufficient membership and activity exist to transfer this responsibility back to the executive board and student members of the organization.
 - g. Demonstrate genuine excitement for the group and its activities.
 - h. Assist the company in maintaining and, if necessary, creating organizational procedures.
 - i. Be receptive to organizational criticism and respect students' right to disagree.
 - j. Assist the company in resolving internal and external conflicts.
 - k. Act as a neutral observer in reviewing and critiquing the organization's activities.
 - l. Encourage the organization to retain all documents and records on file and in a secure location.
 - m. Explain and interpret to the organization campus policies and procedures.
 - n. Show your support for the officers and the entire organization.
 - o. Encourage the organization to evaluate its progress against its written goals on a regular basis.
 - p. In the event that MSA-OSU is dissolved, supervise and verify that constitutional policy is followed.
 - q. Hold the Executive Board of Directors responsible.
3. Organizations duties to Advisor
- a. The Co-Presidents will provide the advisor a monthly briefing, addressing any issues, concerns, or projects that may directly affect the advisor.
 - b. Involve the advisor in any institutional Muslim accommodation advocacy campaigns.
 - i. This includes, but is not limited to, the implementation of prayer rooms, halal restaurants, and other similar initiatives.
 - c. Notify the adviser of all organization events and activities in a timely way.
 - d. Be open to the advisor's comments and appreciate their freedom to disagree.
 - e. Acknowledge and thank the advisor for his or her time and effort.

c. Section 3: Terms

- i. The terms of all executive board members are one (1) calendar year (Summer Semester – Spring Semester), although the organization's performance depends on the integration of the new executive board with the outgoing executive board.

- ii. The executive board will serve for three semesters, starting in the Summer Semester.
- iii. Any board member serving in an executive role is limited to two (2) terms in total. This does not preclude board members from holding a different role on the board.
 - 1. A board member who joins after the current school year's Thanksgiving break is not considered to have served a full term.
 - 2. If an executive seat remains unfilled until the transition day board meeting, a board member who has served their term limit is eligible to run for another term.
- iv. Every executive board position vacated for whatever reason should be referred to Article V - Section 6 - Replacing Open Positions

d. Section 4: Executive Board Requirements

- i. All executive board members must be current Ohio State University Undergraduate Students, with the exception of the Advisor.
- ii. All members of the executive board must be paid MSA-OSU members.
- iii. All members of the executive board must adhere to educational, Islamic, and leadership requirements.

e. Section 5: Impeachment

- i. A move to impeach with good cause must be made by at least one executive board member and approved by the executive board with a two-thirds majority vote.
 - 1. A good reason is defined as an executive board member failing to perform their constitutional obligations (educational and/or Islamic) and/or producing internal or external disagreement that jeopardizes MSA-existence OSU's or operation.
- ii. If an executive board member is impeached, they will be given the opportunity to defend themselves. If the board still believes they are not fulfilling their responsibilities or that the executive board member is causing controversy, a final vote with a two-thirds majority will finish the removal process, and they must gracefully step down without further discussion.

f. Section 6: Replacing Open Positions

- i. A move to impeach with good cause must be made by at least one executive board member and approved by the executive board with a two-thirds majority vote.
 - 1. A good reason is defined as an executive board member failing to perform their constitutional obligations (educational and/or Islamic) and/or producing internal or external disagreement that jeopardizes MSA-existence OSU's or operation.
- ii. The nominee must meet all of the requirements for holding office, as outlined in Section 2 of Article V: Officer Duties. Their time on the executive board will end with the remainder of the existing Executive Board for that year.
- iii. The President and/or Vice President will nominate a member who will be presented to the Executive Board at the next meeting and voted on.
- iv. If necessary interview sessions may be held with nominees

Article VI: Executive Committees

a. Section 1: Forming of Committees

- i. All chairpersons may hold an executive committee holding as many members as the chairperson may desire for their work.
- ii. All committees are established with a specific objective and goal(s) in mind, which will be the primary focus of the task committee's efforts. A committee's aims, goals, or actions shall

never contradict or go against MSA-OSU's mission or constitution.

- iii. Committee members will be decided by a review of application, interviews, followed by a recommendation and approval by the President and Vice President.

b. Section 2: Committee Responsibilities

- i. Every executive board member is encouraged to establish and maintain a committee in order to obtain a broader perspective and more ideas from the general body members.
- ii. Meeting times will be coordinated by the acting organizer of the committee.
- iii. Committee members and the relevant Chairperson shall respond to messages within 24 hours.
- iv. On the morning of the meeting, the Chairperson must notify the committee members of the meeting's time and location.
- v. Prior to the committee meeting, action items must be completed.
- vi. Committee members are expected to attend on time and stay for the full meeting, unless otherwise stated at the outset.
- vii. If a committee member is unhappy with their assigned executive board member, they may seek help from any other executive board member as well as the MSA-OSU advisor.
- viii. The committee executive chairperson is responsible for keeping the delegated President and Vice President informed about the committee's progress and weaknesses.

Article VII: Meetings

a. Section 1: Frequency

- i. Throughout the year, MSA-OSU will hold weekly organizational planning meetings, also known as executive board meetings, with the exception of the summer terms, which have their own criteria. MSA-OSU will hold bimonthly organizational planning sessions throughout the summer periods. The purpose of summer meetings is to plan for the following autumn and spring semesters. It is also possible to have these sessions using an online platform.

b. Section 2: Voting

- i. Unless a member of the executive board motions to conduct a secret non-verbal vote, organizational decisions will be made through a process of verbally cast open voting. Decisions that receive a majority of affirmative votes will be confirmed and implemented. In the event of a tie vote, the President will decide the outcome.

c. Section 3: Attendance

- i. Everyone is welcome to attend the Executive Board meetings. A distinctive closed-door organizational planning meeting, attended solely by the executive board and any individual or group they invite, can be organized at the discretion of the executive board.

d. Section 4: Emergency and Conflict Meetings

- i. Any member of the executive board can request an emergency meeting. In an emergency meeting, all processes and regulations that apply to regularly scheduled organizational planning meetings must be followed and maintained.
- ii. In the event of a problem within the MSA-OSU, the executive board will vote to convene a conflict resolution meeting within a week. The executive board will describe the exact nature

of the disagreement and discuss possible courses of action to address it during the conflict resolution meeting. The executive board will set a day and time for a vote to choose a specific course of action after a successful debate of possible courses of action to resolve the disagreement.

Article VIII: Elections

a. Section 1: Election Proctors

- i. The election proctors shall consist of two components:
 1. The Election Committee shall consist of no less than three, graduating members of the outgoing board, who shall be responsible for managing and supervising elections, ensuring the policies and guidelines established are followed.
 - a. If there are not at least 3 graduating members of the outgoing board, then the position can be filled by the advisor, current OSU students who have served on a prior MSA Executive board, and graduated board alumni.
- ii. Members of the Election Committee are not allowed to vote in the election year in which they serve.
- iii. The Election Committee will be in charge of carrying out the elections according to the MSA-OSU constitution. They will be in charge of guaranteeing voter and candidate eligibility, as well as ensuring that elections are held on schedule.
 1. The Election Committee will determine candidate eligibility, which may include, but is not limited to, membership and minimal competency.
- iv. To avoid conflicts of interest, members of the Election Committee must inform the board if they have a family member running for office.
 1. This information must also be revealed to the board if said family member has already decided to run for a specific position.
- v. The Elections Committee shall ensure that voters and candidates abide by the basic ethical standards:
 1. Campaigning Misconduct includes, but is not limited to:
 - a. Slandering of opponents, which includes and is not limited to, personal attacks, lies, and other forms of language deemed inappropriate by the Elections Committee
 - b. Fliers, emails, videos, personal requests and other forms of media to promote oneself or comment about other candidates
 - c. Bribery of any sort is not permitted, and the candidate is subject to immediate disqualification.
 2. Candidates and voters cannot make use of any social media to promote themselves or a candidate unless they use a specific blurb to be provided by the Elections Committee
 3. Candidates are permitted to campaign through face to face interactions and the blurb provided by the elections committee.
 4. Voting members who partake in any prohibited campaigning are subject to loss of

voting rights

vi. Conflict Resolution

1. In the event of misconduct recognized by the Elections Committee by a candidate or member, a meeting must be held and an appropriate response, determined by the committee itself, must be made. This response can vary with severity and may result in loss of privilege up to candidate disqualification and revocation of voting rights.
2. If misconduct is presented to the Elections Committee, the committee must undergo proper investigation and arbitration procedures.

vii. Investigation

1. If misconduct is presented in the form of witness testimony to the advisor, the outgoing executive board, or the Election Committee, the outgoing board members must gain enough testimony to deem the concern of misconduct valid and bring it up for arbitration. To investigate misconduct, the elections committee maintains the right to call upon MSA-OSU members and non-members who are reported to have witnessed the event of misconduct to testify. A minimum of two witness testimonies is necessary in this case to bring an alleged misconduct to arbitration.
2. If misconduct is directly observed by members of the Elections Committee, the event of misconduct can be brought to arbitration.

viii. Arbitration

1. In the event of accused misconduct, the Elections Committee shall meet with involved parties, determine if there is misconduct, and determine an appropriate course of action.

b. Section 2: Procedure for Appointment of Executive Board Officer

- i. Voters must be currently registered OSU students and an MSA-OSU member by the deadline determined by the Election Committee.
- ii. Nominations shall begin no later than two weeks before the election.
- iii. Current Executive Board members are required to nominate at least one (1) candidate for their current board position.
- iv. Nominations are not required to run for a position.
- v. In the case of an uncontested or open executive board position:
 1. If a position is open or uncontested, the general body will be notified and the application will be extended for three days, up to two times for a total of 6 days for these open and uncontested positions. Those who apply to this application will be given the same opportunities as the other applicants throughout the rest of the elections process.
 2. The date of Meet the Candidates should be not moved to account for uncontested or empty positions.
 3. The uncontested applicant is not automatically eligible to win the position, but must also receive, at minimum, 51% of the votes.
 4. If a position is empty before the beginning of Meet the Candidates event, applicants for other positions are allowed to withdraw from the position that they originally

applied for and be considered as an applicant for the empty position. Once the Meet the Candidates event has concluded, applicants can no longer decide to apply for the empty position.

- vi. It shall be the responsibility of the current Executive Board to hold a Meet the Candidates Forum, open to the General Body of OSU.
 - 1. During Meet the Candidates, each candidate gets two questions from the Election Committee and can answer up to two questions from the general body. These questions do not need to be the same for both candidates.
 - 2. The new Executive Board shall be elected no later than the last day of March, so that transitioning can take place.
 - 3. In the case of a tie, the executive board shall deliberate on who to fill the position by inviting candidates to a meeting and concluding with a vote.

c. Section 3: Voter and Candidate Eligibility

- i. Voters must be currently registered OSU students and an MSA-OSU member by a deadline deemed appropriate by the Election Committee, preferably the end of the third week of the Spring Semester.
- ii. The candidates must meet a currently registered undergraduate MSA-OSU member deadline deemed appropriate by the Election Committee, preferably the end of the third week of the Spring semester.
 - 1. A currently registered MSA-OSU member or active member is defined in Article XIII, Section 1 of this constitution.
- iii. Candidates running for the executive board must exhibit skills pertaining to their respective board positions, as listed in Article V.

d. Section 4: Transitional Procedures

- i. The current Executive Board shall be responsible for handing over all relevant (written and electronic) documents to their respective newly elected members.
- ii. It should be the responsibility for the current Executive Board, after individuals display interest in their position, to advise the interested parties about the responsibilities of their position.
- iii. The outgoing executive board is responsible for keeping an updated transition package to hand over to the newly elected board, in order to help with the transition process.

Article IX: Financial Policies

a. Section 1: Acceptance of Contributions

- i. MSA-OSU may accept any contribution in any form, from any source consistent with the purposes of MSA-OSU and the principles of Islam. A record shall be created documenting all contributions made to MSA-OSU including their respective donors or contributors. This record of contributions shall be maintained by the Finance Chairperson of MSA-OSU.

b. Section 2: Interest-Free Banking

- i. MSA-OSU shall maintain an expense account. This account will be an interest free bank account created and maintained for the expenses of MSA-OSU.

c. Withdrawal of Funds

- i. All checks drafted on the MSA-OSU expense account shall require two signatures/approvals,

of either the President and/or Treasurer.

d. Authorization of Expenditures

- i. All expenditures shall require the prior approval of the MSA-OSU executive board. The only exception shall be expenditures of \$50.00 USD or less, with proper fiscal documentation, solely at the discretion of the President and Treasurer of MSA-OSU.

e. Activity Funding Requirement

- i. At no time shall MSA-OSU engage in activity that would result in the organization accruing debts greater than the current expense account balance. All activities executed by MSA-OSU shall cost no more than funds then currently available in the MSA-OSU expense account. Events planned and organized in advance shall be canceled if, at the time of execution, they do not clear the above stated requirement for available funds.

f. Recording and Auditing

- i. MSA-OSU shall create and maintain a record of all financial activity at the end of each semester, and submit this record to the Advisor for review. All financial activity from the Spring-Summer semester shall be included in the Fall semester records. Additionally, MSA-OSU shall create a yearly record of all financial activity, from the Spring, Summer, Fall, and Winter terms combined, and submit this record for audit by a certified public accountant if possible.

Article X: Dissolution

a. Section 1: Advisor

- i. The MSA-OSU advisor shall oversee and ensure the adherence to constitutional policy in the event of the dissolution of MSA-OSU.

b. Section 2: Executive Board

- i. If, during the course of the dissolution of MSA-OSU, an Executive Board exists, it shall work in conjunction with the Advisor to ensure the adherence to constitutional policy on dissolution.

c. Section 3: Debts

- i. 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.

d. Section 4: Funds

- i. In the case that MSA-OSU is dissolved, all remaining funds will be transferred to a charitable organization that focuses on Muslim needs after all debts have been paid.

Article XI: Ratifications and Amendments

a. Section 1: Proposal

- i. Amendments must be proposed by a member of the executive board.

b. Section 2: Support

- i. The proposed amendment must have the support of at least one additional member of the executive board.

c. Section 3: Discussion

- i. The executive board shall discuss the proposed amendment, during which modifications to said amendment will be possible

Article XII: Membership

a. Section 1: Student Membership

- i. Full membership in MSA-OSU shall be limited to actively enrolled and matriculated students, of undergraduate and graduate level, of the Ohio State University. Full membership status shall be contingent upon an individual's acceptance and compliance with the MSA-OSU constitution. Prospective full members of MSA-OSU shall be required to complete a membership form, as determined by the MSA-OSU Executive Board, before benefiting from the rights of full membership. Fulfillment of these requirements will confer voting rights upon an individual and shall constitute one of the necessary elements for eligibility to serve in office as an Executive Board member of MSA-OSU.
- ii. Membership Removal
 1. If it comes to the executive board's attention that a general member is acting inappropriately or causing harm to others in any way, the executive board can vote to remove them from our membership. The vote must be a majority vote. The members' membership fees shall be returned to them upon removal.

b. Section 2: Alumni Association

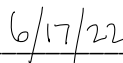
- i. Alumni membership shall be open to any alumnus of the Ohio State University. Alumni membership status shall be contingent upon an individual's acceptance and compliance with the MSA-OSU constitution, in addition to registering on the MSA-OSU website Alumni Association page. Prospective alumni members shall be required to complete an alumni membership form, as determined by the MSA-OSU Executive Board, before benefiting from the rights of alumni membership. Alumni members shall have no voting rights, nor shall they be eligible to serve in office as an Executive Board member of MSA-OSU.

c. Section 4: Membership Fee

- i. A one-time membership fee may be charged at the discretion of the MSA-OSU Executive Board.



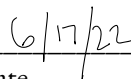
Khalid Dada
President of the Muslim Students' Association



Date



Maya Mattan
Vice President of the Muslim Students' Association



Date