

The members of Graduate Muslim Club (GMC), in order to develop effective communication and organization in the operation and events for the Muslim students of The Ohio State University and other students in general, do hereby establish this constitution

#### **Article I - Name, Purpose, and Non-Discriminatory Policy A. Section 1: Name**

- a. The name of the organization will be the Graduate Muslim Club (GMC), henceforth referred to in this Constitution as GMC

#### **B. Section 2: Purpose**

- a. GMC intends to facilitate current and incoming Muslim graduate students and scholars to be comfortably accommodated to the lifestyle and culture at OSU while maintaining faith and core Islamic values, by creating an interactive and multi-dimensional platform to connect international and domestic muslim graduate primarily as well as undergrad students together, where each can learn and spiritually educate and help each other through their knowledge about Islam as a way of life and through their experiences

#### **C. Section 3: Non-Discriminatory Policy**

- a. The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment
- b. As a student organization at The Ohio State University, GMC expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu)

#### **Article II - Membership: Qualifications and categories of membership**

In order to be an active member of the group following requirements are necessary

1. 90% Members have to be a student at The Ohio State University
2. Active members must comply with payment in full of dues if applicable and all financial obligations as determined by GMC
3. Attendance of at least 1 campus event/activity during a given semester
4. Organization leaders and committee members are required to attend most of GMC hosted events and meeting unless notified of extenuating circumstances
5. Upon joining, all members agree not to undermine the purpose or mission of GMC  
Interested individuals may join the organization and become a member by signing up

online membership form, or attending a meeting/event and requesting to be added to the list. To be considered active, the individual must participate and contribute in the organization activities and meet the requirements outlined above

A member may voluntarily withdraw from GMC by notifying the executive board of their desire to discontinue membership

### **Article III - Methods for Removing Members and Executive Officers**

Any officer of GMC in violation of GMC's purpose, constitution, or who fails to fulfill their responsibilities as outlined in Section Officers, may be removed from office by the following process:

- A written request by at least three members of the organization
- A two-thirds (2/3) majority vote of eligible voting members is necessary to remove the officer

Any member of GMC in violation of GMC's purpose, constitution, or who fails to meet the membership requirements as outlined in Article IV, may have their privileges as a member revoked through the following process:

- A written request by at least two members of the organization must be sent to the executive committee
- A two-thirds (2/3) majority vote by the executive committee members, in consultation with the advisor, to remove the member from the organization

### **Article IV - Organization Leadership:**

GMC will be governed by an executive committee consist of the following officers

1. **President:** The President will lead, maintain the organization's good standing and its function, preside at least 85% of the executive board meetings, timely plan and execute events on- and off-campus, update advisor(s) at least monthly, define yearly goals, ensure that the purpose and mission of the organization is met and advanced. Stay in touch with other board members for smooth operation of the club.
2. **Vice President:** Responsibilities of the Vice President include those of the President stated above and mutually agreed upon, representing the organization in the President's unavailability, assisting the President, attending 85% of the executive board meetings, and distribution of roles, duties and assignment of tasks to the rest of board members
3. **Treasurer:** A financial chair responsible for recording finances, requesting funds for events and operations, submitting audits, maintaining organization's bank account, and attending all board meetings
4. **Secretary:** Responsible for handling room reservations for meetings and events; keeping record of the board meetings and agenda; managing Friday prayer khutbah (if needed, especially during university breaks); keeping an up-to-date record of the members and event registrants; communicating with GMC members; and attending all board meetings
5. **Event chairperson:** Focuses on the effective execution of events including arranging food, lodging and airfare bookings for the guest speakers or attendees; event coordination and management among all board members and event committees (if needed); and attending all board meetings

**Additional board members:**

1. **Social media manager:** Responsible for managing social media accounts, advertisement and promotion of GMC events; should attend all board meetings
2. **Design Chair:** Responsible for designing flyers and should attend all board meetings

All meetings will occur on a weekly basis at a time selected by the executive Committee and will follow the procedure set forth below:

1. Attendance
2. Introduction to Agenda by the President
3. Committee Reports on Event Planning
4. Discussion on all committee motions/decisions
5. Any Other Business

**Article V- Election / Selection of Organization Leadership**

1. Voting eligibility and policies

- a. Those members of the executive committee who fulfill their responsibilities as set forth in Section Officers will be granted voting privileges
- b. All officers shall be elected by a majority vote of the eligible voting members of GMC (previous year executive committee). All elections will be held on an annual basis during the month of March. Incoming officers will assume their positions one month after elections are held
- c. The outgoing President will take nominations from the executive committee, the nomination process must be closed and the movement seconded. The nominated parties will be allowed to vote
- d. All voting shall be done by secret ballot to be collected and tabulated by the outgoing President and one other voting member of GMC decided by the executive committee
- e. Active members of GMC can be nominated for all Officer positions. The advisor can also nominate and vote

2. Filling vacant leadership positions:

- a. In case of a vacancy in the leadership positions during the academic year, the President may nominate an active member of GMC to take up the vacant role. All executive board members will then vote by referendum. The process can be overseen by the Advisor

**Article VI - Affiliation with other groups**

GMC does not have any association with other groups at this time

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

The advisor of GMC will be any faculty member at The Ohio State University and a Muslim. This advisor shall attend events as requested by GMC, provide counsel to the executive committee, and advise the organization on decision making and community event organizing.. The advisor can help direct and steer the organization leadership to ensure that the organization’s purposes and goals are set correctly and met - avoiding violations as much as possible of core traditional Islamic teachings and morals

### **Article VIII – Meetings and events of the Organization: Required meetings and their frequency**

An open welcome event for international Muslim students and scholars must be held at least once every academic year

GMC should seek out collaboration on events and activities with local Muslim communities, Islamic centers and institutions for enriched engagement with the general Muslim population. Such activities shall fulfill the goals and purpose of GMC as outlined in the purpose statement

### **Article IX – Finances**

GMC will finance the activities it engages in by the following means:

- Applying for funds assigned to each active organization at The Ohio State University
- Donations and funds raised from non-OSU sources, when approved by GMC

### **Article X – Method of Amending Constitution: Proposals, notice, and voting requirements**

This constitution must be ratified by two-thirds of all executive committee officers to take effect and shall be reviewed every year

### **Article XI – Method of Dissolution of Organization**

#### **Section 1: Advisor and executive committee**

- Advisor and executive committee will make sure that policy outlined is followed

#### **Section 2: Debts**

- all outstanding dues shall be paid in full before any other action is taken **Section 3:**

#### **Remaining Funds**

- Remaining funds will be donated to any muslim non-profit organization that serves muslim community

### **Article XII - Statement of Compliance**

GMC has read and agrees to fully comply with the University's policies. We understand that the organization's registration is contingent on acceptance of these policies