***In the Name of Allah, the Most Gracious, the Most Merciful***

# **Constitution**

The constitution should be simple yet comprehensive and difficult to amend, leaving any specific procedural rules to be included in the by-laws. When amending the constitution, as with the by-laws, previous notice of any proposed changes are usually required to be given to the membership and should not be changed in the same meeting in which it was proposed.

**Article I—Name, Purpose, and Non-Discriminatory Policy**

Section 1: Name

i. The official name of the organization, appearing on all documentation, shall be

the “Muslim Pharmacy Student Association at The Ohio State University”; hereafter

referred to as “MuPhSA-OSU”. The official abbreviation of the organization’s

The name shall be “MuPhSA-OSU”.

Section 2: Purpose

i. The MuPhSA-OSU is an organization devoted to bridging the pharmacy practice with the Muslim community. We shall have the following purposes:

1. Advocate for Muslim students in the College of Pharmacy
2. Educate healthcare professionals about Muslim patient populations
3. Bring together healthcare professional students through community service, social events, and religious activities.
4. Serve as an educational guide to address and eliminate misconceptions about Islam
5. Cultivate a social network of Muslim healthcare professionals for students

Section 3: Non-discriminatory

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, MuPhSA 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.

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

Voting membership should be defined as limited to currently enrolled Ohio State students. Voting membership shall include any dues-paying pre-pharmacy undergraduate student or students pursuing a professional degree in Pharmacy (BS or Pharm D), any student pursuing a degree in any of the allied health professions, or pharmacy graduate students pursuing Masters/Doctoral degrees at the Ohio State University. Others such as faculty, alumni, professionals, highschool students, 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.] The MuPHSA membership is valid for one academic year.

**Article III: Methods for Removing Members and Executive officers.**

III.a. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

III.b. Any member (active or executive) of the chapter may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution, or by-laws, failure to perform duties or any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of a member, the chapter Executive Committee shall hold a formal hearing. The member shall have the opportunity to personally appear at the formal hearing. The member may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The chapter Executive Committee may act for removal upon a two thirds affirmative vote of the executive board. The chapter Executive Committee will be made up of the current executive board, advisor, and a former president or vice president of the organization.

**Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.**

Executive members are appointed through a voting system by the active members of the organization. The titles of Executive members, the length of terms, and the general duties of each leadership position should be clearly specified. The organization needs to have the necessary leaders to conduct their activities.

Section 1: The MuPhSA-OSU executive board shall be comprised of the following positions:

1. President
2. Vice President
3. President Elect
4. Secretary
5. Treasurer
6. Public Relations (Historian)

Section 2: Executive Members Duties and Terms of Office

1. President
   1. Shall oversee the performance of all the executive members
   2. Should preside over chapter meetings
   3. Act as the organizational spokespersons.
   4. Assist members or officers in the implementation of events.
   5. Review and approve reservations of university space and equipment.
2. Vice President
   1. Shall oversee the performance of all the chair members
   2. To assume the duties of the President in the absence of the President due to impeachment, resignation, or other cause.
3. President Elect
   1. To serve a one year term of office as President‐elect and a one year term as President.
   2. To assist the President in the performance of his/her duties at all times, especially in coordination of the activities of the leadership team and other committees.
   3. To attend all functions and meetings at which the President's attendance is required, so as to be fully trained before assuming the office.
4. Secretary
   1. Record and present minutes from meetings and other correspondence and written documents.
   2. Assume responsibility for all outgoing and incoming chapter correspondence.
   3. Maintain MuPhSA membership directory & Alumni Directory.
5. Treasurer
   1. Serve as the Fundraising and Finance committee chair.
   2. Shall coordinate disbursement of funds, maintain regular financial records, sign all checks, and complete written reports.
   3. Shall present a written report to the membership at chapter meetings.
   4. Work with other members of the executive committee to develop a budget.
   5. Review and submit online approval for operating and programming funds requests.
6. Public Relations (Historian)
   1. To publicize MuPhSA activities on campus.
   2. To take and annotate photos and videos.

**Article V - Standing Committees: Names, purposes, and composition.**

These committees serve the organization leadership, Executive Committee, and general membership and are permanent and designed to carry out the basic functions of the organization. Often chairpersons of these committees are appointed by the organization leadership.

The Standing Committees will comprise the following positions…

1. P1 Representative
2. P2 Representative
3. P3 Representative
4. P4 Representative
5. Community Outreach
6. Religious Service Chair
7. Recruitment chair
8. Fundraising chair

These standing committees are subject to changes with current executive board approval and consultation with the organization's advisor.

**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.

**Section 1- Roles of Advisor**

1. Complete advisor training every two years.
2. Submit online approval of the organization's registration every year.
   1. This indicates that the advisor agrees to serve in that role for the coming year, and agrees to the reporting responsibilities within the Campus Safety (Clery) Act.
3. Submit online approval of the organization's goals every year.
4. Hold membership in the executive committee

**Article VIII – Meetings of the Organization:** MuPhSA will organize a minimum of five (5) general body meetings per academic term, excluding the summer term.

**Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.**

Proposed amendments should be sent in writing to the current executive board and should gain a two-third vote of the current executive board before being proposed to the voting members. They should not be acted upon but read in the general meeting in which they are proposed in and, should be read again at least three (3) subsequent general meetings. The general meeting in which the votes will be taken, will require a two-third majority of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

**Article X – Method of Dissolution of Organization**

Upon the dissolution of MuPhSA, if any assets and debts exist, appropriate means for disposing of these assets and debts will be handled administratively by the leader, second leader, and treasurer. Upon the official dissolution of the organization, OSU Student Activities must be contacted to remove organization information from the website.