

Constitution of Mu Delta Alpha Sorority, Inc.

## Preface

We, the members of Mu Delta Alpha, ordain and establish this Constitution and ByLaws for the better accomplishment of the objects and designs of Mu Delta Alpha, a Sorority established by Samira Maddox, Dana Kamal, Fatima Ahmed, and Palwasha Rehmani at the University of Texas at Dallas, in the State of Texas, on the 17th day in the month of February 2014 and now organized as a not-for-profit corporation under the laws of the State of Texas

The Constitution and Bylaws are published by and for Kappa Chapter of Mu Delta Alpha Sorority, Inc., as authorized and adopted on May 1, 2023. This Constitution & Bylaws supersedes and terminates all prior versions.

# Constitution of Mu Delta Alpha Sorority, Inc.

## Article I: Organization Name and Mission

### Section 1. Official Name

The official name of this organization shall be Mu Delta Alpha Sorority, Inc. at the Ohio State University, , and hereinafter referred to as “Mu Delta Alpha”, “MDA”, or the “Sorority”.

### Section 2. Mission Statement

Mu Delta Alpha Sorority, Inc. shapes the future and empowers Muslim women to make a positive impact within the global community.

### Section 3. Vision Statement

Mu Delta Alpha Sorority, Inc. will be a sisterhood that promotes leadership, encourages professionalism, dedicates itself to philanthropic endeavors, and promotes the values of Islam within the greater community.

### Section 4. Affiliation

Under the established terms of the National Organization Bylaws, the Sorority is the Kappa Chapter of Mu Delta Alpha, Sorority Inc.

### Section 5. Pillars

The pillars of Mu Delta Alpha Sorority, Incorporated are Islam, Professionalism, Sisterhood and Service.

### Section 6. National Initiatives

1. Professional Development
2. Global Service
3. Local Service
4. Advocating for Muslim women
5. Spirituality
6. Sisterhood development
7. Leadership Development

# Article II: Governing Rules and Regulations

## Section 1. University and State Compliance

This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.

## Section 2. Parliamentary Procedure

The most current version of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this constitution.

## Section 3. Mu Delta Alpha National Anti Discrimination Policy

Mu Delta Alpha is fully committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices or procedures. Any individual who lives and identifies as a woman is eligible for membership in Mu Delta Alpha. Individuals who do not live and identify as a woman are not eligible for membership, even if they were assigned female at birth. The membership status of initiated members who undergo a change in gender identity or gender expression will not be affected, so long as the member agrees to continue to uphold the values and mission of Mu Delta Alpha.

Our organization will be mindful of each potential member's personal situations that may conflict with sorority activities provided that these situations are communicated in a timely manner with the current members of our organization and as such, those potential members will not be barred from the opportunity for membership due to those circumstances beyond their control.

As an organization that strives for the empowerment of Muslim women through sisterhood and professionalism, we exemplify and appreciate the value of diversity and express respect for each individual and what they offer to our organization. No chapter shall permit discrimination in membership selection, initiation, chapter operations, or other activities of the Sorority based upon any person's race, color, national origin, age, religion, marital status, citizenship, sexual orientation, or disability.

## Section 4. Sorority's National Anti-Hazing Policy

No chapter, chartering chapter, member, or alumna of Mu Delta Alpha Sorority, Inc. shall condone, conduct, or participate in hazing activities in any form. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery, morally degrading, or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the educational institution or applicable state law."

### Section 5. Statement of Non-Hazing Laws

As defined in state law and University policy, this organization will not participate in, condone, or encourage hazing. No officer, authorized representative, or any combination of members, potential new members, or alumni of the organization may commit or assist in the commission of hazing.

## Article III: Membership

### Section 1: Membership Statement

- A. Membership in this organization is limited to any student service fee paying student who is currently enrolled at the Ohio State University.
- B. Membership is open to all students without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law.

### Section 2. National Membership

1. The Sorority will consist of the individual members of all chapters of Mu Delta Alpha, both Collegiate and Alumnae, who have been initiated by any chapter and have not died, resigned, or been expelled.
2. The categories of membership shall include Collegiate, Collegiate Member at Large, Alumnae, and Honorary.

### Section 3: Additional Requirements for chapter membership

- A. Chapter membership is granted to any individual :
  - a. who identifies as a woman and finished the Mu Delta Alpha new member education program
  - b. Pays dues determined by both national headquarters and the local chapter as stated in Article VII
  - c. Is a student that pays the student service fee and is a student currently enrolled at the Ohio State University

- d. Attendance at 75% of chapter activities and 100% of chapter meetings unless given written permission of an excused absence

Together with Article III, Section 1, these additional requirements define what it means to be an “active” student member.”

#### Section 4: Voting Rights

Only active student members are eligible to vote.

#### Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

#### Section 6: Reinstatement of Membership

Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote by active student members.

## Article IV: Chapter Officers

#### Section 1: Eligibility

- A. To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy).
- B. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

#### Section 2: Additional Eligibility Criteria

To run for President or Vice President, a member must be an active executive board member during the current year. Potential officers must have been active student members for at least two consecutive semesters, including the semester of their nomination and election. The

requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

### Section 3: Officer Requirements

*Officers must comply with all requirements that are entitled in an active member.* Officers must attend 100% of all officer meetings, membership meetings, and events unless they have an excused absence. Absences can be expunged by a 2/3 affirmative vote of officers.

### Section 4: Executive Board Titles and Duties

The executive board positions for the Sorority Shall be as follows: President, Internal Vice President, External Vice President, Vice President of Finance, Vice President of Records, Vice President of Standards. Chair positions within the chapter shall be Multicultural Greek Council Delegate, Fundraising Chair, Philanthropy Chair, Academic Chair, Sisterhood Chair, Recruitment Chair Digital Media Chair, Social Chair, Professional Development Chair, Membership Development Coordinator, and Spiritual Development Chair. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position as per Article VI, Section 3. With the exception of the presidential position, any member of Mu Delta Alpha may serve in the capacity of one executive board position and 2 chair positions or have a maximum of 3 chair positions. The president may only serve as president of the chapter.

#### A. The President shall:

- Serve as the official representative of the organization.
- Supervise and coordinate the activities of the organization.
- Serve as the liaison between the organization and University community.
- Serves as the liaison between national headquarters and the organization
- Call regular and special meetings and presides over meetings of the organization.
- Prepare agendas for meetings.
- Ensure the chapter is fulfilling all national and local sorority requirements
- Maintain communication with Student Activities and ensure that all organizational information including registration, is current.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Provide bi-weekly updates to the advisor i of activities and functions of the organization.
- Be familiar with UNT policies (especially 07.019 Student Organization Policy and the Code of Student Conduct) as they relate to student organizations and communicate them to the organization as needed.

#### B. The Internal Vice President shall:

- a. Oversee the Membership Development Coordinator and Sisterhood Chairs
  - b. Perform duties of overseeing chairs in circumstances where they are unable to fulfill responsibilities
  - c. Assume the President's responsibilities in their absence.
  - d. Keep accurate records of all meetings in the Vice President of Record's absence.
  - e. Coordinate the chapter election retreat
  - f. Perform all duties and responsibilities as delegated by the president
- C. The External Vice President shall:
- a. Oversee the Social Chair, Spiritual Development Chair, and Professional Development Chairs
  - b. Perform duties of overseeing chairs in circumstances where they are unable to fulfill responsibilities
  - c. Coordinate sister's attendance at all sorority national and regional meetings
  - d. Perform all duties and responsibilities as delegated by the president
- D. The Vice President of Finance shall:
- a. Oversee the Recruitment and Fundraising Chairs
  - b. Perform duties of overseeing chairs in circumstances where they are unable to fulfill responsibilities
  - c. Keep an accurate account of all funds received and expended.
  - d. Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the chapter executive board, national headquarters, advisor, or Student Activities.
  - e. Be responsible for collecting dues and notifying members who are delinquent in their
  - f. payments, if applicable.
  - g. Provide financial records sufficient to allow nationals to audit finances
  - h. Provide all documents and records pertaining to their responsibilities to the newly-elected Treasurer.
  - i. Assist in special projects as assigned by the President.
- E. The Vice President of Record shall:
- a. Remind all of the membership about meetings a minimum of 48 hours in advanced
  - b. Record meeting minutes
  - c. Oversee the Digital Media Chair and Multicultural Greek Council Delegate
  - d. Perform duties of overseeing chair in circumstances where they are unable to fulfill responsibilities
  - e. Take attendance at all meetings and maintain an attendance record.
  - f. Check eligibility for potential officers, prior to annual elections.
  - g. Submit all events to national headquarters within a week of being hosted
  - h. Submit the chapter event calendar to national headquarters and all required parties within 2 weeks of the start of the semester
  - i. Provide all documents and records pertaining to their responsibilities to the newly-elected Vice President of Records
  - j. Assist in special projects as assigned by the President.

- F. The Vice President of Standards shall:
  - a. Ensure that all meetings are run using the Roberts Rules of Orders
  - b. Maintain a copy of the constitution to be given to the membership
  - c. Ensure election procedures are followed
  - d. Ensure that the chapter is submitting all required national documentations in a timely manner
  - e. Oversee the Academic and Philanthropy chairs
  - f. Perform duties of overseeing chairs in circumstances where they are unable to fulfill responsibilities
  - g. Serve as judicial chairman should only national or chapter policies be violated by an active sister ie. late submission of dues, failure to fulfill constitutional duties, etc.
- G. The Philanthropy Chair shall:
  - a. Find community service events
  - b. Maintain attendance of members at each event
  - c. If working with other organizations on volunteering, maintain contact with those in charge
  - d. Provide bi-weekly updates at chapter meetings
  - e. Coordinate one event to raise funds for the national philanthropy
  - f. Assist other positions as needed
  - g. Report to the Vice President of Standards
- H. The Fundraiser Chair shall:
  - a. Find fundraisers for the organization
  - b. If working with other organizations on fundraising, maintain contact with those in charge
  - c. Provide updates at chapter meetings
  - d. Report to the Vice President of Finance
  - e. Assist other positions as needed
- I. The Social Chair shall:
  - a. Maintain contact with other Greek organization social chairs
  - b. Set-up and plan socials with other Greek organization
  - c. Provide updates at chapter meetings
  - d. Assist other positions as needed
  - e. Report to the External Vice President
- J. The Sisterhood Chair shall:
  - a. Maintain contact with sisters and alumni
  - b. Set-up and plan socials with other Sorority chapters
  - c. Provide updates at chapter
  - d. Assist other positions as needed
  - e. Report to the Internal Vice President
- K. The Professional Development chair shall:
  - a. Maintain contact with local career office and professionals
  - b. Coordinate a minimum of 2 events per semester in regards to pushing for professional development



- c. Provide updates at chapter meetings
  - d. Assist other positions as needed
  - e. Report to the External Vice President
- L. The Spiritual Development chair shall:
- a. Maintain contact with local mosque
  - b. Coordinate a minimum of 2 events per semester in regards to Islam
  - c. Provide updates at chapter meetings
  - d. Assist other positions as needed
  - e. Report to the External Vice President
- M. Recruitment chair
- a. Book all rooms for recruitment
  - b. Maintain contact with potential new members
  - c. Submit all required paperwork to nationals by the deadline
  - d. Complete all paperwork required for recruitment to the Fraternity and Sorority Life Office
  - e. Provide training on the proper way to recruit
  - f. Report to the vice president of finance.
- N. The Membership Development Coordinator shall:
- a. Educate affiliate members on the values of the organization and greek life
  - b. Attend all mandatory trainings by the office of fraternity and sorority life as well as national
  - c. Ensure the chapter is up to date with all anti-hazing requirements
  - d. Plan new member reveal
  - e. Report to the Internal Vice President
  - f. Provide educational updates at chapter meetings
- O. The Academic Chair shall:
- a. Host a minimum of one study skills workshop per semester
  - b. Book study rooms weekly to provide sisters a place to study
  - c. Ensure all sisters are fulfilling their study hour requirements
  - d. Report to the Vice President of Standards
  - e. Support other sisters as needed
- P. The Multicultural Greek Council Delegate shall:
- a. Represent Mu Delta Alpha at general MGC meetings
  - b. Report to the Vice President of Records
  - c. Support other sisters as needed
- Q. The Digital Media Chair shall:
- a. Operate the Kappa chapter social media accounts
  - b. Be in charge of updating the chapter website
  - c. Create graphics for all chapter events as requested by other chairs
  - d. Report to the Vice President of Records
  - e. Support other sisters as needed

## Section 5: Elections

- A. A nominations meeting will occur annually during April.
- B. Any active student member may nominate someone or themselves for office.
- C. Elections will be held during election retreat after Spring finals.
- D. All active student members present will have the opportunity to vote by secret ballot.
- E. A candidate shall be elected by a plurality (having the most votes) of votes.

## Section 6: Installation and Term of Office

- A. Newly elected officers shall take office immediately May of the calendar year and will end the following May,
- B. Any change in officer information should be reported to Student Activities and Mu Delta Alpha national headquarters
- C. The length of term of office shall be no longer than one year.

## Section 7: Vacancies

- A. Removal
  - a. Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, violation of any provision of the Constitution, or for any action or conduct that is deemed detrimental to the welfare of the organization, members, or the Ohio State University.
  - b. A petition to remove the officer in question must be submitted to the President (or Vice Standards in the event the officer in question is the President). Such a petition must contain the signature of at least a majority of the active student members of the organization. When such a petition is received, the President (or Vice President) shall call a meeting of organization to decide upon removal.
  - c. The officer in question will be notified in writing of the grounds for removal at least one week prior to the meeting and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.
  - d. An officer may be removed from office upon a 2/3 affirmative vote of active student members.
- B. Resignation-The resignation of an officer must be submitted to the President (or Vice President of Standards if the President is resigning) and advisor at least two (2) weeks in advance.
- C. Filling Vacancies
  - a. The nomination and election process as stated in Article III, Section 6 will take place at the next membership meeting.
  - b. The newly elected officer's term shall end at the annual installation of officers in May.

# Article V: Meetings

## Section 1: Membership Meetings

- A. Membership meetings shall be held biweekly monthly during the academic school year.
- B. Meetings are open to those defined in Article III.

- C. Officers and active student members are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers and organization's active student members.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.
- F. Meeting order shall be conducted in the following order:
  - a. Welcome
  - b. Call to Order
  - c. Attendance
  - d. Officer Updates
  - e. Open Floor
  - f. Concerns
  - g. Recognition
  - h. Adjournment

### Section 2: Officer Meetings

- A. Officer meetings shall be held biweekly during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### Section 3: Special Meetings

- A. Special meetings may be called by the President, with the approval of the officers. A majority vote of the officers or active student members may also call a special meeting.
- B. The Vice President of Records will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

## Article VI: Advisor

### Section 1: Eligibility and Selection

- A. The chapter shall have 2 advisors that shall be selected by the officers.
- B. To be eligible to serve as the on campus advisor, the person must be a full-time UNT faculty or staff member and meet the other minimum requirements as stated in UNT Policy 07.019 (Student Organization Policy).
- C. To be eligible to serve as an alumni advisor, an individual must abide by all Ohio State University policies and be an alumni in good standing with the university
- D. The advisor has no term limit as long as they remain eligible.

### Section 2: Expectations

- A. Perform the responsibilities listed in UNT Policy 07.019 (Student Organization Policy).

- B. Has no voting rights within the organization.
- C. Be available to officers and members for consultation, advice, counsel, and as a resource.
- D. Be familiar with and provide guidance on university policies and Student Activities procedures
- E. pertaining to student organizations.
- F. Meet regularly with the President.
- G. Sign and/or approve required Student Activities and university paperwork.
- H. Attend the organization's meetings and activities when necessary.
- I. Keep open lines of communication with Student Activities on matters of concern, regarding the student organization.

### Section 3: Removal and Vacancy

- A. If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the officers in order to relate any relevant defense prior to the voting for removal.
- B. Upon a majority vote of officers, the advisor will be removed from their duties.
- C. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

## ARTICLE VII – Finances

### Section 1: Dues

Local chapter dues and other fees, as well as the collection schedule, may be set by a majority vote of active student members. Members will also be required to pay national dues by the deadlines indicated by national headquarters

### Section 2: Payment

- A. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University policy or local, state, and federal laws.
- B. The Vice President of Finance and President shall be responsible for ensuring the payment of all debts accumulated by the organization.

### Section 3: Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution, after each election.

#### Section 4: Dissolution

In the event that the organization ceases to exist, any funds remaining in the organization's bank account shall be donated to the Sakina Home for Girls.

## **ARTICLE VIII – Statement of Non-Hazing**

As defined in state law and University policy, this organization will not participate in, condone, or encourage hazing. No officer, authorized representative, or any combination of members, potential new members, or alumni of the organization may commit or assist in the commission of hazing.

## **Article IX – Amendments**

A. An amendment to the constitution may be proposed by any active student member of the organization, and must be submitted in writing to the President.

The proposed amendment shall be announced at a meeting at least two (2) weeks prior to the meeting when the vote will be taken.

Two (2) weeks after the proposed amendment has been announced, the organization may vote to adopt the amendment by a two-thirds (2/3) vote of active student members.

History of Constitution

Created: Mar 1, 2023

Revised: Date of revision