Constitution of Faces of African Muslims

 The Ohio State University

**Article I - Name**

The name of this organization shall be Faces of African Muslims at The Ohio State University. It shall also be referred to as “FAM”.

**Article II - Purpose**

FAM is an initiative dedicated to highlighting and amplifying the lived experiences of African and Black Muslims. Our mission is to promote diversity and inclusion within the broader Muslim communities in Ohio while enhancing global and local awareness of the challenges and beauty of African Muslim identities. We aim to cultivate a safe, inclusive, and celebratory space for cultural expression, education, and solidarity across campus

**Article III - Non- Discrimination Policy**

This organization and its members shall not discriminate anyone 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.

In addition Faces of African Muslims expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for following University Policy 1.15.

**Article IV - Membership**

Membership is open to all students at Ohio state. Any interested student may attend events and participate in general meetings.

**Article V - Election**

Elections will occur the following school year after FAM’s first full year of operation.

Interested Ohio State students may submit a board application.

General body will vote to select its new board.

If a position becomes vacant, the current board will vote on a replacement. If the President steps down, the Vice President shall replace the role.

**Article VI - Methods of Removal for Executive officers**

Any board member found in violation of university policies, or engaging in behavior contrary to the mission of FAM may be subject to removal. Removal will be determined by a two-thirds majority vote of the current.

**Article VII - Methods of removal for members**

If any member of FAM engages in behavior that is in violation with both university policies and the purpose of the organization or does not adhere to the organizations by laws the member shall be removed by a majority vote of the executive officers and in consultation with the board's advisor.

**Article VIII - The leadership of FAM shall consist of the following positions:**

President

Vice President

Treasurer

Secretary

Events chair (2)

Marketing Chair

Outreach Chair

Creative Director

Service Chair

Brothers Chair

Sisters Chair

IT chair

**Article IX - Duties of Officers**

President: Oversees the direction and vision of the organization; represents FAM to the university and attends chairs meetings as required. Ensures that all functions are carried out effectively.

Vice President: Assists the President and assumes their duties in their absence and supports board communication.

Treasurer: Allocated funds for the organization along with Manages finances, budgets, and funding proposals.

Secretary: Takes care of organization tasks such as booking rooms,meeting minutes, manages documentation, and coordinates organizational communication.

Co-Events Chair: Plans and coordinates events and programs.

Outreach Chair: Responsible for communicating between organizations both with the internal community (members, volunteers, staff) and external audiences (partners, media, public).

Marketing Chair: Promotes FAM through social media, flyers, and outreach.

Creative Director: Curated event flyers, leads branding, visuals, and artistic projects.

Brothers Chair: Provides representation and fosters a space for brotherhood engagement.

Sisters Chair: Provides representation and fosters a space for sisterhood engagement.

IT Chair: Curated organizations website, Manages technical needs, digital platforms, and media storage.

Service Chair: Organizes volunteer and outreach efforts to serve both the Muslim and larger Columbus community

Advisor: Provides guidance and ensures the organization adheres to university policies.

**Article X - Meetings**

General body meetings may be held multiple times throughout the semester and academic year. Leadership/board meetings are held weekly or as urgently needed.

**Article XI - Amendments**

Amendments to the constitution may be proposed by any member of the board. These amendments should adhere to FAM’S mission and goals. Amendments must be discussed and approved by a two-thirds vote of the board .

**Article XII- Dissolution**

If FAM shall disband the president or any officer shall notify the Ohio State Activities office and complete all required forms to termite.

All organizations funds may be transferred to a student organization of charity with a similar mission as approved in accordance with Ohio State university policies.

 Bylaws of Faces of African Muslims

 The Ohio State University

**Article I - Membership**

1. Active membership requirements

Any student is able to become a member just by participating in our events along with attending general body meetings.

1. Voting right

Only active members at The Ohio State University may vote in elections or constitutional changes.

**Article II - Meetings**

1. General Body meetings may be held during the academic year.

Open to All members and non members to learn more.

Announced at least one week in advance through social media or word to mouth.

1. Board Meetings

Held weekly or as needed.

Required for all board members unless prior notice is given.

Meeting notes and minutes will be recorded by the organization's secretary and will be shared with the board.

**Article III - Election**

1. Timeline

Elections occur spring after one full academic year of running.

Voting will occur late spring semester

1. Application

Applicants must complete a board interest form

1. Voting procedure

Voting is done by general body members and conducted online.

Each member gets one vote per position

1. Eligibility

To be eligible to run and vote you must be a FAM member along with an Ohio State undergraduate student.

**Article IV - Officer Responsibilities**

Each officer is required to do the following:

Attend all board meetings unless prior notification.
Be responsive in group communications.
Be able to assist other board members when needed.

Communicate in a respectful and professional manner with all fellow board members.

**Article V - Committees**

Faces of African Muslims may establish committees as needed to support any chairs.

**Article VI- Advisor/Advisory board responsibilities**

The advisor of Faces of African Muslims shall

1. Serve as a resource and support to the executive board.
2. Ensure accountability that FAM operates in line with university policies along with the organization's values and purpose.
3. Co-sign any documents or applications when required by The Ohio State University.

**Article VII - Finances**

1. Treasure responsibility
Treasurer manages all income and expenses.
All spending must be approved by the President or Vice President.
2. Funding Sources
May include student activity fees, donations, fundraising, and co-sponsorships.

If FAM is to receive any outside funding and donations a record of those shall be kept.

1. Budgeting
A semesterly budget must be created each semester and approved by the board and advisor.

At no time shall FAM exceed any amount then what is available. This ensures FAM does not acquire any debt.

**Article VIII - Amendments to Bylaws**

Proposals may be submitted by any board member.
Bylaws must align with FAM’S mission and goals

Bylaws may be amended with a majority vote of the board.