

Muslim Pharmacy Student Association at The Ohio State University

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

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 name shall be “MuPhSA-OSU”.

ARTICLE II. ORGANIZATION PURPOSE

The MuPhSA-OSU is an organization devoted to bridging 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

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Muslim Pharmacy Student Association at The Ohio State University *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 the Student Organization Registration Guidelines.*

Section B. Hazing

Muslim Pharmacy Student Association at The Ohio State University *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

Section C. Bylaws

Muslim Pharmacy Student Association at The Ohio State University *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio*

State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

Anyone interested in joining is more than welcome and can contact the primary leader/ current president through the email listed on the student organization website to learn more and get involved in MuPhSA-OSU. 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, high school 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.)

Section B. Member Selection

Everyone will be welcome to join and dues-paying individuals will be able to vote and apply for leadership positions.

Section C. Membership Timeline

The MuPhSA membership is valid for one academic year. Membership is generally open at the beginning of every fall semester, but interested individuals may also join on a rolling basis.

Section D. Member Removal

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.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

- a. Complete advisor training every two years.
- b. Submit online approval of the organization's registration every year.
 - i. 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.
- c. Submit online approval of the organization's goals every year.
- d. Hold membership in the executive committee

Section B. Advisor Term

Advisors can serve for as long as willing/ able with the approval from MuPhSA-OSU student Executive Board Leaders every year.

Section C. Advisor Selection

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. For selection, an advisor must contact the MuPhSA-OSU President with their qualifications and interests/ goals for the organization. To confirm an advisor, MuPhSA-OSU executive board leaders must vote and the margin of approval will be the simple majority vote to select the advisor. Advisors that are selected may continue to serve as long as approved by the majority MuPhSA-OSU executive board vote each school year.

Section D. Advisor Replacement

Current advisor should make MuPhSA-OSU President aware of potential need for advisor replacement as soon as possible and preferably before the end of the last semester that current advisor is able to serve.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

- a. President
 - i. Shall oversee the performance of all the executive members
 - ii. Should preside over chapter meetings
 - iii. Act as the organizational spokespersons.
 - iv. Assist members or officers in the implementation of events.
 - v. Review and approve reservations of university space and equipment.
- b. Vice President
 - i. Shall oversee the performance of all the chair members
 - ii. To assume the duties of the President in the absence of the President due to impeachment, resignation, or other cause.

- c. President Elect
 - i. To serve a one year term of office as President-elect and a one year term as President.
 - ii. 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.
 - iii. To attend all functions and meetings at which the President's attendance is required, so as to be fully trained before assuming the office.
- d. Secretary
 - i. Record and present minutes from meetings and other correspondence and written documents.
 - ii. Assume responsibility for all outgoing and incoming chapter correspondence.
 - iii. Maintain MuPhSA membership directory & Alumni Directory.
- e. Treasurer
 - i. Serve as the Fundraising and Finance committee chair.
 - ii. Shall coordinate disbursement of funds, maintain regular financial records, sign all checks, and complete written reports.
 - iii. Shall present a written report to the membership at chapter meetings.
 - iv. Work with other members of the executive committee to develop a budget.
 - v. Review and submit online approval for operating and programming funds requests.
- f. Public Relations (Historian)
 - i. To publicize MuPhSA activities on campus.
 - ii. To take and annotate photos and videos.

Section B. Officer Eligibility

Any OSU College of Pharmacy PharmD student may run for leadership positions.

Section C. Officer Selection Process

Executive members are appointed through a majority voting system by the active members of the organization after an initial online application.

Section D. Officer Removal

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 VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

If there is no primary leader and the organization is left unmanaged without an executive board/president.

Section B. Dissolution Procedures, including Assets and Debts

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.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

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.