High School for Health Professions and Human Services

MSA Constitution

Name of Club: Muslim Student Association (MSA)

Advisor: Adeebudeen Ameen

Club Leader Info: Thamana Akter (347)- 399- 4043 thamana.akter@gmail.com

Time and Place of Meetings:

- Thursdays, 9th period from 3:15pm-4:30pm

Objective of the Club:

The MSA will provide a respectable environment for Muslims and non-Muslims alike, to learn about Islam. Furthermore, the MSA will help diminish the misconceptions of Islam that has/is being cultivated in today’s society.

Club Board Members:

- President: Thamana Akter thamana.akter@gmail.com

- Co-President: Farzana Ahmed ahmed.farzana3@gmail.com

- Vice President: Anika Ferdoash anikarahman3@gmail.com

- Secretary: Fahima Ahmed Fba2493@gmail.com

### Article I: Objectives

1. To promote an educational and informative outlook on Islam.
2. To provide a new perspective and show a new angle of life and one’s role in it.
3. To dissipate the misconceptions about Islam and make students aware of the real aspects of the religion.
4. To enlighten Muslims and non-Muslims alike through a camaraderie of brotherhood and sisterhood.
5. Provide a place where students can freely talk about their religion and discuss common problems.

### Article II: Meetings

1. **Schedule and location**
	1. Meetings will be held once a week unless otherwise scheduled differently due to conflict (includes rapid dismissal, vacations, etc.).
	2. Meetings will be held on Thursday afternoons after 8th period from 3:07- 4:00pm.
	3. Meetings will be held in room 207
	4. Officer board meetings may be called unofficially when necessary during school hours and after school depending on mutual consent. These board meetings are mandatory for all official officers and in the case of absence one must be informed of any issues, comments, or ideas addressed during the meeting.
2. **Organization of Meetings**
	1. Meetings will begin with an update from the officers to the club members as to what was discussed at the previous meeting.
	2. The secretary will keep an attendance & written record of what was discussed at the meeting, and give it to the advisor for record keeping purposes.
	3. The regular session shall include a topic presented by a group or individual and an open forum style discussion shall follow.
	4. Presenters can be members of the MSA, (not restricted to only board members) as well as students, staff, and special guests from outside of the school. In order to conduct a presentation, one must inform the board members as well as submit an outline of what they will be discussing.
	5. Robert’s Rules of Conduct shall be observed during the course of the meetings.
	6. Meetings shall last approximately one hour depending on the topic.
	7. They shall adjourn with a formal decree and the next meeting date shall be announced upon this time, if not through email, or announcements.
	8. There shall be no rude insulting or stereotyping of any religion, faith, or culture regarding its beliefs, practices, or people.
	9. If a member violates any of the rules above, they will we exempt from the meeting, and depending on the circumstances, consequences will be determined by the advisor.

### Article III: Membership

### Eligibility of membership

* 1. Membership is open to all students and staff within the school and outside of the school. However, security passes are needed for anyone outside of the school.
1. **Dues:**
	1. There shall be no membership dues.
	2. Contributions shall be collected upon the occasion of a club social, party and fundraising for charity, which will be strictly mentioned and not used for otherwise. All funds will be given to the club advisor.

### Article IV: Officers

1. **Officer positions**
	1. President
	2. Vice President
	3. Secretary
	4. Marketing Director
	5. Treasurer

2. **Responsibilities**

i. President:

* + - 1. To facilitate the activities of the club.
			2. To schedule the meetings.
			3. To oversee and conduct meetings as well as handling personal, and external conflicts within the MSA.

ii. Vice President

* + - 1. To assume all the roles of the president in case of an absence.
			2. To take the role of the president upon necessity.
			3. Moderates meetings and is a speaker of the members.

iii. Secretary

* + - 1. To keep a record of all the plans the organization has.
			2. To keep a record of all members and their attendance at every meeting
			3. Send out e-mails, contact the members weekly regarding MSA meetings

iv. Marketing Director

* + - 1. To write all the announcements for the morning bulletin.
			2. To advertise the club (posters, etc)
			3. To compose and edit the official club newsletter.

v. Treasurer

* + - 1. To take care of all financial costs and hold club treasury.
			2. To dictate the profits and donation proceedings.
			3. To take photographs at the club meetings and socials.
			4. To compile a scrapbook containing photographs taken and memorabilia collected during that school year.

**Article V: Elections/ Removal of Officers**

1. **General Elections**

a. There will be annual elections held before the school year ends. Nominations will be collected 2 weeks prior to the elections.

b. Officers will be nominated accordingly by their leaderships skills and qualities portrayed throughout the course of the two semesters.

 c. Only regular consistent members may be elected as officers. Members must hold 75% attendance or more in the MSA meetings in order to be eligible for election.

d.The presidential nomination will only be considered, however, the final decision will be made by the present board. (See Article V Section 3 part a)

e. Members must be present for at least 2 meetings per month in order to vote a candidate into the board.

2. **Eligibility in Election for Officers**

a. Must be an active member previous to being elected. They must be present 75% of all MSA meetings and contribute to discussions.

b. Must keep up with their grades and have a cumulative average above 80%. Cannot be failing any classes, if so will not be considered for position.

c. The previous board has the final say on who is to be elected into the new board.

d. If president decides to step down or is taken out of power, the vice-president will assume the role of president with the consent of the board and advisor.

e. Officers must have good knowledge of the religion and topic discussed.

f. Officers should lead by example.

3. **Eligibility in election for the positions of President, Vice-President, Secretary, Treasurer\*\*\***

 **a.** *President:* MSA Members are allowed to nominate only ***previous*** board members for the Presidential position.They are allowed to nominate AND vote for any MSA Member and/or Board Member for all other positions. Only qualified juniors and seniors from the previous board can uphold the presidential position, due to previous experience, leadership, and other qualifications required along with exceptional knowledge on the field of Islam and other religions. Must have attended at least 85% of previous MSA meetings.

**b.** *Vice President:* The individual should be well experienced, exemplify well manner and leadership qualities alike. Must be a junior or senior with exceptional knowledge on the field of Islam and other religions. Must have attended at least 70-80% of the previous MSA meetings.

**c.** *Secretary:* This individual should be organized and responsible, must range from a sophomore-senior. Should have some experience before, and if not this position will give help the individual develop various skills that is needed in order to be qualified for this position. Attended at least 45-50% of the MSA meetings.

**d.** *Treasurer:* Should have had some experience prior to being nominated,and if not this position will give help the individual develop various skills that is needed in order to be qualified for this position.This position is open to freshman -senior grade levels. Attended at least 45-50% of previous MSA meetings.

**\*\*\*All** board members must maintain a cumulative average above 80%, if not they will be warned and taken out of position until they redeem their average. Transcript should be brought in for evidence to the advisor and current board members. All board must take their positions into account in a serious manner by fulfilling their duties with the utmost responsibility, reliability and care.

4. **Removal of Officers**

 a. In the case, an officer cannot commit to his or her respective duties, neglects their duties, or shows conduct that is detrimental to the MSA, a petition must be signed, or a majority consent of the board must be made in order for removal.

 b. New elections will be held if 55% of the voters decide to remove the officer.

**Article VI: Major Events**

### 1. *Ramadan (Iftaar):*

a. This event shall be held during the month of Ramadan.

b. The get-together shall include the breaking of the fast, a historical background, prayer, and socializing.

2. *Eid-Al-Adha celebration:*

 a. This event will be the celebration of the second Islamic holiday.

b. Informing people of the history, importance of this holiday, as well as a get-together.

3. *Religion Symposium:*

a. Sessions shall be conducted in a joint effort among other religion/philosophy clubs and any other group or individuals interested in presenting an aspect of religion or faith.

b. Sessions shall include an open form discussion and questioning period among groups and speakers concerning such topics as religion, ethics and morality, church vs. state, and philosophy.

4. *MIST-Muslim Inter-Scholastic Tournament*

 a. The Muslim Inter-Scholastic Tournament is for high school students within the tri-state area to participate in various competitions in the arts, oratory, and group projects. The competitors represent HPHS and compete regionally and nationally.

5. Other activities may be held with the approval.