This Constitution is the Approved and Official Constitution for:

Club Name: Muslim Student Association

From the Special Interest Council

Number of Pages: 5

Date Approved: 5/2/19

Club Officer

Position: Vice President

Name: Humayoun Mahiuddin

Signature: [Signature]

Date: 04/16/19

Council Coordinator

Name: Rijaa Khan

Signature: [Signature]

Date: 05/02/19

Student Association Vice President

Name: Anyssa Evelyn

Signature: [Signature]

Date: 4/22/2019
Article I. Name of Club
This Club will be known as: Muslim Student Association at UB

Article II. Purpose of Club

We, the Muslim Students of the State University of New York at Buffalo, hereby establish the Muslim Student Association of the University at Buffalo (henceforth referred to as the M.S.A. at U.B.) governed by this constitution in order to:
- Show that Islam is more than a religion, rather a way of life.
- Assist and strengthen the cultural ties among the Muslim students at the Undergraduate level at the University at Buffalo.
- Increase awareness and appreciation of the University and Western New York.
- Promote and support activities to better understanding and cooperation among the students of U.B. belonging to various backgrounds and religions.

Article III. Qualification of Membership

Section 1: Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students

Section 2:

Voting Member
1. Only undergraduate University at Buffalo Students may be voting members of the club
2. In order to become a voting member one must attend:
   a. 2 club meetings per semester
   b. 2 club events per semester

Non-Voting Member
3. Any undergraduate or graduate University at Buffalo student or faculty member may be non-voting member of the club
4. In order to become a non-voting member one must attend:
   a. 2 club meetings, events, and/or community services per semester

Article IV. Officers

Section 1: Only full-time undergraduate University at Buffalo students may be officers of the club. All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this club

Section 2:

1. President
   a. Be the chief executive of the Club
   b. Call as well as preside over meetings of the Club
   c. Serve as the liaison between the Club and the SA administrative offices
   d. Call special meetings of the Club
e. Take care that this constitution and the laws of the student body are faithfully executed
f. Perform any administrative power or duty not provided for in this constitution
g. Must convey the constitution and all social media accounts to the newly elected President.

2. **External Vice President**

   a. Run meetings in the absence of president.
   b. Reserve rooms/set up for Friday Gatherings.

3. **Internal Vice President**

   a. Will be recognized as Vice President on the SA Website.
   b. Maintain committee’s functions and activities.

4. **Treasurer**

   a. Keep complete and accurate account of the Club’s funds
   b. Put in requests for use of Club funds
   c. Prepare the annual budget request packet with the President
   d. Report to the President on all relevant financial matters
   e. Prepare the annual budget packet with the President

5. **Secretary**

   a. Take minutes at Club meetings
   b. Maintain complete and accurate records of all Club meetings
   c. Report to the President
   d. The secretary is required to submit tracksheets

---

**Article V. Government**

**Section 1: Meetings**

1. There are two types of meetings:

   a. General membership meetings; Inform members of upcoming events and changes in the club
   b. Special meetings; Includes but is not limited to amendment changes, vacant officer positions, impeachment hearings, re-elections, and/or elections

2. Quorum for special meetings must be fifty percent of voting membership

   a. Quorum must be met for all special meetings

3. Executive board meetings

   a. Held on a weekly basis
   b. Executive board required to attend unless formally excused by president
   c. Additional members may join these meetings
   d. If executive members do not attend 2 consecutive board meetings without legitimate excuse they will be considered for impeachment/removal.
Section 2: Elections

1. Hold a special meeting for the executive board and members to take nominations.
2. Only voting members of the Club may be allowed to be nominated, run for office, and vote in the Club election.
3. Officer elections MUST take place before the last day of classes of the spring semester of that year.
   a. In the event an election has taken place after the last day of classes of the spring semester, the officers who were elected will remain as the officers for the summer, however, a new election must take place by the first of October of the upcoming fall semester.
4. A nomination period at the discretion of the Club.
   a. Candidates may be nominated for multiple positions only if the club approves this prior to the nomination period beginning;
5. The election will preside in this order:
   a. President
   b. External VP
   c. Internal VP
   d. Treasurer
   e. Secretary
6. The candidate will be elected based on most votes received. Therefore there will be no run-off votes.
7. The newly elected E-board will take office after the last day of classes of the spring semester of that year.
8. In the case of conflict, elections should be administered by a member of the Elections and Credentials Chair.

Section 3: Impeachment/Removal Process

1. Grounds for removal of an officer are as follows:
   a. Violation of the Undergraduate Student Association(SA) policies
   b. Violation of the rules and regulations set forth in the current University student rules and regulations
   c. Failure to perform the duties of the office as set forth in the constitution and bylaws of the Club
   d. Failure to uphold the provisions of this constitution and bylaws
2. The procedure to call for removal are as follows:
   a. The Club must notify their Council Coordinator as well as the Student Association Elections and Credentials Chair
   b. A petition with at least twenty percent of the clubs voting membership signatures must be submitted to an executive board officer
   c. The officer will call a special meeting which will occur one week after the petition has been submitted
   d. At this meeting the charges against the offending officer will be presented, as well the offending officer will present their defense either in person or in writing.
b. At the same meeting, the voting membership with a two-thirds (2/3) majority vote shall decide the removal of the offending officer

c. If the offending officer is removed, the guidelines in this constitution under officer vacancy are to be followed

d. All documentation regarding the removal of the offending officer must be submitted to the Student Association administration for further review

Section 4: Resignation/Vacancy of Office

1. In the event an officer wishes to resign:
   a. The resigning officer must inform the current executive board
   b. The resigning officer must inform the Student Association administration so that officer information can be updated

2. In the event an officer position becomes vacant:
   a. If the President position becomes vacant, special elections following the exact guidelines in Section 2 shall take place between the Internal and External Vice Presidents. The winning vice president shall take up the President’s position.
   b. If a vacancy occurs for the position(s) of Internal Vice-President, External Vice President, Treasurer, and/or Secretary two options can be followed:
      i. A special election will be called. The special election will follow the exact guidelines of Section 2: Elections
      OR
      ii. The President may appoint the new officer with the approval of the voting membership
         1. The nomination process will be as follows:
            a. The President appointment must be a voting member of the Club
            b. The President will call a special meeting within a week of the announcement of the appointment Quorum must be met
            c. The appointed position must gain at least fifty percent of the voting membership’s approval
            d. Upon approval the appointed position will be effective immediately
            e. Upon disapproval the guidelines for a special election will be followed

Section 5: Committees

1. The executive board of MSA will have the power to form and dissolve Committees at will as well as appoint and remove committee chairs.

2. All committees of the MSA will be maintained by their respective Committee chairs and will operate on the same principles of the Executive Board. It will be the duty of each of these committees to carry out, to the best of their ability, the functions outlined by MSA Executive Board and more importantly, the Student Association.
3. Committee Chairs will be responsible for acting as liaison between the MSA and all members in their committee, regardless of whether they are active or passive members of the committee.

Article VI. Amendments

1. Any voting member may propose an amendment to the Club Constitution
2. An amendment can be voted on after one week it has been presented
3. A two-thirds vote must be gained for the amendment to be passed
4. The amendment will put into effect during the beginning of the next academic semester
5. Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws
6. Once passed, amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval