Muslim Student Association at UCSD Constitution
Last Revised: August 19, 2009; March 28, 2011; October 3, 2011; March 10, 2014; November 24, 2014; March 15, 2017; January 8, 2020; March 11, 2020; January 13, 2021.

In the Name of Allah, the Most Gracious, the Most Merciful

Article I. Name and Nature:

The organization shall be called Muslim Student Association at UCSD.

Article II. Statement of Purpose and Objectives

Section 1. Statement of Purpose

The Islamic belief (Aqeedah) constitutes the foundation of the MSA. Hence, nothing is permitted to exist within the entity, or apparatus, or accountability or any other aspect connected to it, unless the Islamic Aqeedah is its basis. At the same time, the Islamic Aqeedah acts as the basis of the constitution and Shari'ah laws; thus nothing related to the constitution or laws is permitted to exist unless it emanates from the Islamic Aqeedah. MSA at UCSD strives to facilitate character building, humanitarian work, and social justice through educational and social avenues founded on Islamic standards of personal conduct and community. The organization aims to maintain an inclusive environment, to unite with allies, and to retain members in order to nurture a diverse generation of Muslims who are cognizant and pragmatic members of society. The Muslim Student Association at UCSD repeatedly faces problems surrounding inclusivity, Anti-Blackness, and misogyny. The MSA board and MSA members should be very conscious of these issues and center their work and events towards addressing these issues.

Section 2. Objectives

MSA at UCSD seeks to advance and retain the Muslim presence in the academic sphere while maintaining a climate conducive to harmonizing Islamically advised lifestyles with the lives of Muslims in the university and workforce. By serving as a center of social, educational, and tangible resources, MSA at UCSD intends to strengthen members to embrace Islamic values as a source of guidance in their goals to contribute to the well-being of the public and attain spiritual fulfillment as individuals.

Article III. Nonprofit Statement

MSA at UCSD is a non-profit student organization.

Article IV. Requirements for Membership

Section 1. Any student or employee of UCSD shall be eligible to attain membership in the organization. MSA at UCSD, in accordance with applicable Federal and State Law and University Policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer related), ancestry, marital status, citizenship, sexual orientation or status as a Vietnam Veteran or special disabled veteran. MSA at UCSD also prohibits sexual harassment. This non-discrimination policy covers organization membership, access to organization programs and activities.

Section 2. Membership in the organization shall be extended to UCSD students who agree to uphold the general purposes of the organization as stated in Article II of this document.

Section 3. Active members shall be those members of the organization who have attended at least 2 General Body Meetings and 1 Townhall or 2 General Body Meetings, an official MSA activity of the year in question, and one regular MSA activity. Attendance will be taken by the Communication Director.

Section 4. An official MSA activity of the year in question is up to the discretion of the Elections Committee.

Article V. Frequency of Organization Meetings

Section 1. The Executive Board is required, every quarter, to host a minimum of three General Body Meetings and a minimum of two Town Hall Meetings.

Section 2. A General Body Meeting (GBM) shall be defined as an event hosted by the Primary Board, which encompasses a conversation and discussion of the Muslim Student Association or any contemporary issue/topic. Furthermore, the event shall be open to the entire UCSD campus and shall not limit any form of entry for anyone (special circumstances excluded). The purpose of the event should be to bring the members of the organization together to discuss the former tasks.

Section 3. A Town Hall Meeting shall be defined as a session that encompasses

problem solving like characteristics in regards to the MSA, the Executive Board, the Secondary Board, and its members.

Section 4. All MSA flyers and events shall contain the phrase "Please contact us for any special accommodations needed to attend the event in advance" or similar; such accommodations will be the responsibility of the MSA board to coordinate with the school in order to provide a more inclusive, accessible environment for students with varying abilities

Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Section 1. Voting Qualifications

1.1 Only registered UCSD undergraduate students may hold office in the organization. Only registered UCSD undergraduate students may vote in elections for the Executive Board

1.2 Voting eligibility is outlined in Article VI Section 6.

Section 2. Duties and Responsibilities of the members of the Executive Board

2.1 Primary Executive Board Members

2.1.1 Chair

The Chair shall

1. Serve as the head of the Executive Board and MSA at UCSD.
2. Supervise the general affairs of the organization.
3. Delegate tasks among other board members and committee heads.
4. Supervise the establishment and planning of MSA at UCSD events and activities.
5. Be in charge of the external affairs and external outreach of the organization. This includes, but is not limited to: Working with Masjids, communities, universities, other UCSD student organizations, and high schools in the San Diego area.
6. Liaison between the board and committees that focus on external

affairs.

7. Coordinate committees and board members to work toward the goals of the organization.
8. Be dependable to ensure that all meetings, events, and committees are on paths toward fulfilling objectives that align with the mission statement of MSA at UCSD.
9. Administer quarterly evaluations to ensure that board members are held accountable.
10. Attend Board of Directors Meetings for SPACES and interviews for SPACES intern positions.
11. Be the primary individual ensuring that the needs and concerns of the MSA community are addressed.
12. Whenever able, be present at all MSA events, activities, classes, and meetings. These include but are not limited to: General Body meetings, Town Hall Meeting, and event planning meetings.
13. Perform any other duties as assigned or agreed upon by the executive board.

2.1.2 Vice Chair

The Vice Chair shall

1. Take over the Chair's duties in their absence.
2. Liaison between the board and committees that focus on internal affairs.
3. Work with the Chair to ensure that the organization is achieving its goals and serving its purpose.
4. Oversee internal affairs relevant to activities, weekly, and annual events held by the organization.
5. Communicate with other student organizations over collaborative endeavors.
6. Assist logistics coordinator in coordinating and planning joint General Body Meetings with other student organizations.
7. Ensure that all communication with affiliated organizations listed in Article XI are met.
8. Perform any other duties as assigned or agreed upon by the executive board.

9. Ensure that the needs and concerns of the MSA community are addressed.
10. If able, be present at all MSA events, activities, classes, and meetings.

2.2 Secondary Executive Board Members

2.2.1 Treasurer

The Treasurer shall

1. Take responsibility for all financial matters applicable to the organization.
2. Complete and submit organization funding forms to relevant university offices by their deadlines.
3. Work with Logistics Coordinator to complete the funding module for TAP.
4. Organize fundraising activities and reallocate finances acquired therein.
5. Secure reimbursements for transactions that qualify for university support toward funding.
6. Work with Brothers' and Sisters' Coordinators to complete the financial module in the SPACES program proposal for non-SPACES internal events.
7. Draft and supervise budgets for MSA at UCSD and its events, and ensure that transactions are compatible with budgets.
8. All funding received must be recorded within an excel sheet and shared with the board and specifically, with the logistics coordinator.
9. Make room reservations for all organization events.
10. Coordinate 2 finance meetings with executive board every quarter in order to be up to date with financial matters.
11. Perform any other duties as assigned or agreed upon by the executive board.
12. Ensure that the needs and concerns of the MSA community are addressed.
13. If able, be present at all MSA events, activities, classes, and meetings.

2.2.2 Logistics Coordinator

The Logistics Coordinator shall
1. Coordinate logistics and planning for all organization events that are led by the Executive Board.
2. Be the primary individual responsible for logistics of all MSA at UCSD events led by committees.
3. Design flyers for organization events or appoint other members to design them.
4. Complete Triton Activities Planner forms in preparation for events.
5. Meet with TAP advisors for event planning.
6. Communicate with campus technical advisors to make arrangements for services that will be necessary during events. 7. Perform any other duties as assigned or agreed upon by the Executive Board.
8. Ensure that the needs and concerns of the MSA community are addressed.
9. If able, be present at all MSA events, activities, classes, and meetings.

2.2.3 Communications Director

The Communications Director shall

1. Record all minutes covering topics discussed and activities held at organization meetings. This includes, but is not limited to, Town Hall meetings and Executive Board meetings.
2. Send announcement and newsletter emails to general members.
3. Schedule meetings for the Executive Board.
4. Document attendance of general members at organization events and meetings.
5. Manage content and updates on the web site for MSA at UCSD.
6. Post updates from MSA at UCSD on social media accounts.
7. Maintain media archiving for MSA at UCSD.
8. Be responsible for assigning other board members to take over Communications Director responsibilities in the absence of the Communications Director.

9. Perform any other duties as assigned or agreed upon by the executive board.
10. Ensure that the needs and concerns of the MSA community are addressed.
11. If able, be present at all MSA at UCSD events, activities, classes, and meetings.
12. Aid the Chair in outreach.

2.2.4 Brothers' Coordinator

The Brothers' Coordinator shall

1. Coordinate a minimum of 3 events or activities per quarter to strengthen and maintain brotherhood in MSA at UCSD.

2. Manage housing requests and arrangements for the brothers.

3. Meet the needs for internal outreach aimed at brothers to inform them of organization events.
4. Lead at least 5 Halaqa sessions per quarter.
5. Work with Sisters' Coordinator to oversee and coordinate the Dawah table and appoint heads for Dawah committee.
6. Work with Sisters' Coordinator to complete and submit SPACES program proposals and post-program reports for non-SPACES internal events.
7. Perform any duties as assigned or agreed upon by the Executive Board.
8. Ensure that the needs and concerns of the MSA at UCSD community are addressed.
9. If able, be present at all MSA at UCSD events, activities, classes, and meetings.

2.2.5 Sisters' Coordinator

Sisters' Coordinator shall

1. Coordinate a minimum of 3 events or activities per quarter to

strengthen and maintain sisterhood in MSA at UCSD.

2. Manage housing requests and arrangements for the sisters.

3. Meet the needs for internal outreach aimed at sisters to inform them of organization events.

4. Lead at least 5 Halaqa sessions per quarter.

5. Work with Brothers' Coordinator to oversee and coordinate the Dawah table and appoint heads for Dawah committees.

6. Work with Brothers' Coordinator to complete and submit SPACES program proposals and post-program reports for non-SPACES internal events.

7. Perform any duties as assigned or agreed upon by the Executive Board.

8. Ensure that the needs and concerns of the MSA at UCSD community are addressed.

9. If able, be present at all MSA at UCSD events, activities, classes, and meetings.

2.2.6 SPACES MSA SPIRIT Access Coordinator

The SPACES MSA SPIRIT Access Coordinator shall

1. Carry out all assigned responsibilities listed on the SPACES MSA SPIRIT Access Coordinator Job Card.

2. Attend all regular Executive Board meetings.

3. Form committees within MSA at UCSD for Access-related endeavors supported by the organization.

4. Work with Executive Board in building ideas for access events.

5. Perform any duties as assigned or agreed upon by the Executive Board.

6. Ensure that the needs and concerns of the MSA at UCSD community are addressed.

7. If able, be present at all MSA at UCSD events, activities, classes, and meetings.

2.2.7 SPACES MSA SPIRIT Retention Coordinator

The SPACES MSA SPIRIT Retention Coordinator shall

1. Carry out all assigned responsibilities listed on the SPACES MSA SPIRIT Retention Coordinator Job Card.
2. Attend all regular Executive Board meetings.
3. Form committees within MSA at UCSD for Retention-related endeavors supported by the organization.
4. Work with Executive Board in building ideas for retention events.
5. Perform any duties as assigned or agreed upon by the Executive Board.
6. Ensure that the needs and concerns of the MSA at UCSD community are addressed.
7. If able, be present at all MSA at UCSD events, activities, classes, and meetings.

Section 3: Accountability

3.1 The Executive Board shall be accountable to members of MSA at UCSD. It is the responsibility of Active members to hold Executive Board members responsible for their duties.

3.2 Each Executive Board member is to be held accountable by the rest of the Executive Board.

3.3 All Executive Board members will be expected to carry out their assigned responsibilities and to collaborate with one another.

3.4 An Executive Board member who is found to be neglecting responsibilities should be advised by other Executive Board members.

3.5 If an Executive Board member fails to adjust performance in managing responsibilities, further action will be taken per the remaining Executive Board's discretion.*

3.6 The Executive Board must provide a system through which members' concerns may be communicated easily and effectively. All members can choose to address these concerns at either Town Hall meetings, privately through a trusted Executive Board member, or anonymously through an online form provided by the Executive Board. The member involved and any Executive Board member(s) informed may determine how soon and the way in which the issue should be resolved.

3.7 A member of the Executive Board or the Primary Board must, to the best of their capacity, strive to act in accordance with clear cut Islamic principles defined by the Quran and Sunnah. Clear cut principles are defined as rulings that do not

offer any form of Ikhtilaf (disagreement/differences) among scholars and leaders.

Section 4: Election Committee

4.1 The Election Committee must be appointed by the Board of the current year. The Election Committee must consist of 3 individuals:

4.1.1 The outgoing Chair if not rerunning or a graduating Executive Board member of the current year

4.1.2 An alum or community member

4.1.3 A graduating Active member.

4.2 Election Committee will be responsible for collecting a list of Active members eligible to nominate, accept nominations, and vote from the Communications Director of the current year.

4.3 The Election Committee, at their discretion, may waive attendance requirements when made aware of unusual circumstances. The Election Committee is required to be transparent about any exceptions made. 4.4 The Election Committee must provide all forms and resources required for the election including an online form to nominate members, an online application for members who accept nominations, and an in person ballot for voting during the election weeks.

4.5 The Election Committee is responsible for scheduling themselves or other current board members that are not running in the election to be present to oversee the in-person voting process during the election weeks.

4.6 The Election Committee is responsible for reviewing all nominations and votes, and is responsible for announcing the election winners at the end of the election.

4.7 The Election Committee, at their discretion, may extend deadline requirements when made aware of medical emergencies or family emergencies. The Election Committee is required to be transparent about any exceptions made.

Section 5. Voting and Nomination Qualifications

5.1 Those eligible to nominate other members for board positions must be an active MSA Member.

5.2 Those eligible to accept nominations for Primary Executive Board member positions must be an active MSA member, must have worked on organizing an MSA at UCSD event, and must have priorly served as a board member for any

organization or must have relevant work experience or must have headed an official MSA activity or a committee head of the MSA's sponsored committees.

5.3 Those eligible to accept nominations for Secondary Executive Board member positions must be an active MSA member and must have worked on organizing an MSA at UCSD event.

5.4 Those eligible to vote must be an active MSA member.

Section 6. Nominations

6.1 Only Active members who meet the appropriate qualifications, as identified by the Election Committee, may nominate other members for a position.

6.2 Only Active members who meet the appropriate qualifications, as identified by the Election Committee, may accept nominations for a position

6.3 An Active member can only nominate up to 3 different individuals per position.

6.4 In order to accept a nomination for a position, members must receive two nominations per respective position the member is being nominated for. Members who qualify may nominate themselves for a position. Self-nominations are not valid for the Primary Executive Board.

6.5 Nominations for all positions shall be made open online Monday morning of Week 1 of Spring Quarter and will close Wednesday of the same week. 6.6 Nominations for all positions shall be processed Thursday of Week 1 of Spring Quarter.

6.7 Nominees for Chair and Vice Chair positions have from Friday of Week 1 of Spring Quarter to the following Sunday to accept nominations and submit applications and videos for the voters.

6.6 Nominees for all other positions have from Friday of Week 2 of Spring Quarter to the following Sunday to accept nominations and submit applications and videos for the voters.

6.8 Members who qualify for nomination may accept nominations for no more than 2 different positions. Members who choose to accept nominations for two positions shall rank the position they prefer in the case that they receive the most votes for both positions.

Section 8. Election Process

8.1 Chair/Vice Chair

8.1.1 Voting for Chair and Vice Chair will take place Monday through Wednesday of Week 2 of Spring Quarter.

8.1.2 Votes for Chair/Vice Chair will be processed on the Thursday of Week 2.

8.1.3 Election results for Chair/Vice Chair will be announced Friday of Week 2.

8.2 All Other Positions

8.2.1 Voting for all other positions will take place Monday through Wednesday of Week 3 of Spring Quarter.

8.2.2 Votes for all other positions will be processed Thursday of Week 3 of Spring Quarter.

8.2.3 Election results for all other positions will be announced on the Saturday after Week 3 of Spring Quarter.

8.2.4 Exceptions will be made for the replacement of SPACES Access and Retention Coordinators, who will be selected after interviews by the current year's interns and two current Board representatives during Winter Quarter.

Section 9: Ballot Administration and Processing

9.1 Ballot Administration

9.1.1 All ballots must be distributed and turned in physically at sites indicated by the Election Committee.

9.1.2 The Election Committee shall maintain a list of members who qualify to vote and record those who have already voted to ensure that no duplicate ballots are submitted and to prevent fraud.

9.1.3 The ballot shall allow voters to choose one candidate to vote for per position.

9.1.4 Ballots should not contain any information specific to individuals who vote for the purpose of anonymity.

9.2 Ballot Processing

9.2.1 In the case that a candidate wins two positions, the candidate shall

assume office for their preferred position.

9.2.1.1 For the non-preferred position of this candidate, the runner-up will assume this position.

9.2.1.2 In the case that the runner-up wins a separate position and chooses that position, the remaining position is assumed by the third runner-up.

9.2.1.3 In the case that no such candidate exists, the current board and newly elected Board will hold applications and interviews open to the Active members willing to apply for the position. The Chair and Vice Chair of the current board and two representatives from the newly elected board are responsible for administering this process.

Section 10. Transitions

10.1 The process of transitioning new Executive Board members into their positions will begin Week 4 of Spring Quarter after completion of elections.

10.2 During transitions, newly elected board members shall shadow current Executive Board members throughout the remainder of the quarter. The current Executive Board is responsible for thoroughly transitioning new board members.

10.3 Newly elected board members must have fully assumed responsibilities by the end of Week 9 of Spring Quarter at the discretion of the current board.

10.4 If a position is not filled in the newly elected Executive Board, the current board and newly elected Board will hold applications and interviews open to the Active members willing to apply for the position. The Chair and Vice Chair of the current board and two representatives from the newly elected board are responsible for administering this process.

Article VII. Risk Management

MSA at UCSD understands that the University does not assume legal liability for the actions of the organization. MSA at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

Section 1. In Case of Interaction with Minors and/or the Elderly

MSA at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). MSA at UCSD will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Section 2. In Case of the Provision of Medical Assistance
In the event that MSA at UCSD provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

Section 3. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

MSA at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, MSA at UCSD will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Article VIII. Religious and Community Advisor

MSA at UCSD will maintain communication with a Religious and Community Advisor(s). The Executive Board of MSA at UCSD must maintain contact with said advisor(s) in order to promote the mission of the MSA at UCSD according to Islamically advised guidelines. Said advisor(s) would be a means of advice and support in order to promote the goals of the board and the MSA at UCSD.

Article IX. Chaplain

The Executive Board of MSA at UCSD may appoint and contract a Chaplain in order to coordinate events catered towards promoting spiritual development for individuals in MSA at UCSD according to Islamically advised guidelines. The Executive Board of MSA at UCSD is responsible for seeking advice from the Religious and Community Advisor(s) on this appointment. *

Article X. Affiliation with Other Groups

Section 1. Cross-Cultural Center: MSA at UCSD is a CCC Affiliate. The Executive Board must fulfill all obligations necessary to maintain this status, including, but not limited to
   1.1 Having MSA at UCSD representatives present at all meetings and mixers.
   1.2 Appointing representatives to attend the Winter Leadership retreat.
   1.3 Meeting with a CCC full-time staff once per year.
   1.4 Co-programming at least one event with the CCC per year.
   1.5 Respect facility usage policies.
   1.6 Sign and re-submit Affiliate agreement each year.

Section 2. Student Affirmative Action Committee

   2.1 If possible, the Executive Board of MSA at UCSD will be responsible for appointing SAAC representatives from MSA at UCSD, being present at SAAC meetings, reporting information discussed at SAAC meetings to the Executive Board.
   2.2 If possible, additionally, they will be responsible for contributing to the organization of events, actions, and protests that align with the Statement of Purpose and Objectives stated in Article II, alongside other SAAC affiliated organizations.

Section 3. SPACES

For all MSA at UCSD events co-sponsored with SPACES, the Executive Board will be responsible for submitting all necessary paperwork to SPACES. For all SPACES internal events organized by the SPACES MSA SPIRIT Access Coordinator or SPACES MSA

SPIRIT Retention Coordinator, they will be responsible for submitting all paperwork necessary for the event.

Section 4. General Affiliation with Other Student Organizations

MSA at UCSD is responsible for maintaining professional and respectful relations with student organizations that work toward similar social justice goals. The Vice Chair will be expected to meet communication needs and to be in contact with other student organizations to plan joint events and assist one another toward their common goals.

XI. Committees

Committees may be formed to work toward a specific project that promotes the mission of MSA at UCSD. Joining a committee shall be open to all members of MSA at UCSD who are interested in participating. Any member who wishes to initiate a project must inform the Executive Board. This member must work with the Executive Board in order to form a Committee for said project. Board must maintain at least 2 committees.

XII. Amendments

Active members and Executive Board members who wish to propose an amendment to this Constitution must present the proposed amendment in a Town Hall meeting. The proposed amendment shall be revisited at the next Town Hall meeting. ¼ of Active members must be present at the time of voting and ⅔ of the vote will be required for the amendment to go into effect.

XIII. Muslim Businesses

When planning MSA-centered events, the board/event planners must reach out and explore Muslim-run Businesses to support before turning to other businesses.

Within the planning process of MSA-centered events, the board/event planners must prioritize working with Muslim businesses and individuals only. However, in the case of emergencies or special circumstances, other businesses may be reached out too.

- this article only pertains to businesses that provide food, flyers/printing, and apparel.

- Special circumstances may be defined within the realm of unconventional services/products, such large quantities of utensils and photo booth services.
    - Other special circumstances may be determined by board through majority vote.
- The board must attempt to provide Zabihah food and other dietary options in accordance to the need of the members

XIII. Code of Conduct

All members must abide by the guidelines set forth by the Code of Conduct in the MSA space. Link to the Code of Conduct: MSA UCSD Code of Conduct

An asterisk(*) means this subject will be revisited in further constitution meetings