

أعوذ بالله من الشيطان الرجيم. بسم الله الرحمن الرحيم.

We the Leaders of the Muslim Student Association of Townsend Harris High School at Queens College, in Order to form a more perfect Association, establish Justice, insure Prosperity, provide for the Well-Being of our MSA, promote Islam amongst our members, and pray for the Blessings of Allah (swt), do ordain and establish this Constitution in explicit confidentiality for the Muslim Student Association of Townsend Harris High School.

Henceforth, Muslim Student Association will be abbreviated as MSA. The existence of this Constitution may not be known to any party not on the Executive Board of the MSA. The members of the Executive Board include the President, Co-Presidents, Vice President, Secretary, Treasurer, Events Coordinator, Marketing & Public Relations, and (2) two Senators; and if in the wisdom of the Executive Board an additional position is to be created or a position is to be removed, it will be amended in the Modification section of the Constitution. The roles and responsibilities of respective Board members are clearly defined in the Executive Board Roles and Responsibilities section. By reading and signing this Constitution, it is agreed that this Constitution will never be discussed in the presence of non-Board members including but not limited to: other MSA members, friends, family, peers, teachers, advisors, administrators, members of other MSA's. This Constitution serves a legal framework for all matters regarding the MSA and supersedes any other written agreements, notions, implied or otherwise.

#### Article I: Objectives

The ultimate objectives of our MSA is to:

1. Bring together Muslim and non-Muslim students alike in order to gain a deeper understanding of Islam.
2. Dismiss any misunderstandings and misconceptions about Islam.
3. Teach our members how to responsibly implement Islam into their lives as students and as Americans.
4. To create a welcoming environment for the discussion of any problems our members may face.

#### Article II: Roles and Responsibilities of Executive Board Members

All Executive Board Members are to serve with a high degree of professionalism and common sense. Islamic rules of behavior should be applied during the progression of meetings. Board Members should serve as appropriate roles models to MSA members.

#### President:

The President of the MSA assumes executive power of the Executive Board and the MSA. The President with the consensus of the Executive Board shall make all final decisions regarding MSA matters; an appeal can be made by the Executive Board, if more than two-thirds of the Board votes for the appeal, the decision of the President will be overturned. The following list

defines the roles and responsibilities of the President. [If there are Co-Presidents see Article II Subsection I] The President must;

1. Under normal circumstances must be present at a minimum of  $\frac{2}{3}$  of all MSA meetings. If the President happens to be on an athletic or academic team, or enrolled in a Queens College course that conflicts with MSA meetings times, he/she may be excused from attending meetings during their respective season/semester, *but* not from involvement in the MSA. During this time the Vice President may serve as an acting President.
2. The President shall oversee all the actions taken or to be taken by other Board members. The President shall also be responsible for the performance of other Board members and ensure all requirements of the Constitution are to be fulfilled.
3. The President shall be the official spokesperson for the MSA and all of its affiliates regarding matters both internally and externally. He/She shall also maintain fluid communications regarding all MSA matters with the School's Administration Student Government and other MSA's
4. The President shall also be capable of signing all paperwork and official documents regarding MSA matters.
5. The President shall also be able to solve any conflicts internally or externally and make sure these matters don't affect the MSA.

#### Sub Section I

##### Co-Presidents:

1. In the event that there are two co-presidents, both must fulfill the requirements stated above in addition to the requirements set forth below.
2. All executive decisions must be made through cooperation between the two Presidents. If there is ever a disagreement between the two Presidents, the Executive Board shall vote. If a tie persists, Tom Marvolo Riddle, under the supervision of Faisal Hossain, shall make final decision.
3. In the absence of one co-president the other may make a tentative decision based upon their good judgement, and then later confirm with the other president before making the final decision. Co-presidents remain subject to all parts of Article II and shall act accordingly.

#### Section II

##### Vice-President:

1. The Vice President shall act in place of the President in his/her absence and assume all responsibilities henceforth.
2. The Vice President May act in place of the President in all MSA matters if explicitly noted by the President ie: sign paperwork, act as a spokesperson or other matters.
3. The Vice President shall assume the responsibility of ensuring the other executive board members are upholding their terms within the constitution.
4. The Vice President shall assist the other executive board members if needed
5. The Vice President shall be able to take and answer all questions and matters

concerning the MSA via e-mail, phone and be responsible for the comment box.

6. The Vice President shall complete all general/floating tasks with their own good judgement

### Section III

#### Event Coordinator:

1. Events Coordinator shall plan and evaluate all fundraisers, events and public matters.
2. Events Coordinator shall assist in all matters regarding the treasury and finance if specifically noted by the Finance Chair.
3. Events Coordinator shall assist in all matters regarding Marketing if specifically noted by the Marketing Director.
4. Events Coordinator may assume the role of the Marketing Director in their absence or noted by either the Marketing Director, and/or the President.
5. Events Coordinator Shall assume the role of registrar for MIST and plan all MIST related activities. He/She is Subject to assistance/direction from the President
6. Events Coordinator shall oversee all events and plan them properly which includes but is not limited to: Speaking to other MSA's, school administration, Guest speakers Etc.
7. Events Coordinator shall assume responsibility in planning meetings for the MSA the board and any other Meetings which may be required.

### Section IV

#### Secretary:

1. Secretary shall take notes at all meetings in the form of brief outline
2. Secretary shall report about the meeting thereafter in any manner given by the president including but not limited to: twitter facebook and the MSA website
3. Secretary shall send out all the emails regarding all MSA matters by accordance of the appropriate Board member.
4. Secretary shall take responsibility of all matters regarding attendance. He/She shall give out the attendance make sure it is done properly and deliver it to the proper administration.
5. Secretary shall create/maintain a MSA binder with all records and documents pertaining to their year in service. Binder's shall be completed in accordance with the request of the executive board per year.

### Section V

#### Finance Chair:

1. Finance Chair also known as Treasurer shall assume all fiscal responsibilities and ensures the financial well being of the association
2. Finance Chair shall know the available funds at any given time
3. Finance Chair shall be able to give financial discretion upon the availability of any events ie: is there enough money to carry on with the event. In the case there is a lack of funds Finance Chair shall request for a fundraiser immediately and a meeting may be scheduled.

4. Finance Chair shall keep accurate records of all transactions made.
5. Finance Chair shall ensure that a sum of \$150.00 is set aside for emergency use only.
6. Finance Chair shall be responsible for reviewing approving and signing all financial documents including all paperwork to be done for fundraisers and events.

## Section VI

### Senators:

1. Each Executive Year [see article blah section blah] a pair of underclassmen will be elected to serve as senators.
2. Senators shall attend all meetings in place of the Executive Board and act accordingly.
3. Senators shall be subject to the same conditions as the executive Board but will not be given as much workload as a full executive Board Member.
4. Senators Shall be able to recruit MSA members.
5. Senators shall be able at all times to assume any work assigned to them by another Board member or if their assistance is furthermore needed beyond their usual tasks.

## Section VII

### Public Relations:

1. Public Relations shall cooperate and work efficiently with Marketing Director, Events Coordinator and Finance Chair
2. Public Relations shall be readily available to explain the MSA and its purposes to any and all questions and be able to fluidly execute any ambassadorial matters including but not limited to: speaking to administration, other MSA inviting Guest Speakers Etc.
3. Public Relations shall advertise on behalf of the MSA via Social Media and Flyers/posters etc.
4. Public Relations shall also be ready to sell tickets t-shirts and other merchandise on behalf of the MSA.
5. NOTE: During any executive year the positions are subject to change based upon the discretion of the Senior Council[see article blah section blah]. The Positions of Public Relations, Events Coordinator and Marketing Director May be combined or split based upon the needs of the MSA.

These are all the roles of the executive board as of 2012-2013. All Board members must work efficiently with each other and if any conflict is to occur it should be brought to the attention of the Board immediately. Everything within the Executive is Confidential and NDA. Board members should also be easily contactable and ready to act upon the needs of the MSA.