

## MUSLIM STUDENTS ASSOCIATION

We the M.S.A. in order to promote the opportunity to develop individual leadership qualities and an understanding of the group action; to fairly represent students interest, needs, and welfare within the community, to recognize, represent, and support the diversity of needs and views of students in order to provide for their expression to any environment in which to achieve all of the aforementioned objectives in accordance with the educational and cultural standards of M.S.A. do hereby establish and ordain this Constitution of the M.S.A.

The name of this association shall be the Muslim Students Association hereinafter referred to as M.S.A.

Every member must be enrolled in at least one unit at Santa Barbara City College, sign up and attend as many meetings as possible. All members must participate in activities and contribute ideas.

The power of M.S.A. shall be vested in the Policy Board consisting of the President, Vice-President, Secretary, Treasurer and Sergeant at Arms.

The President shall be the sole representative governance unit of M.S.A.

All powers within the M.S.A. shall be vested in the President. This power will be subject to review by M.S.A. as provided in this Constitution.

The policy of M.S.A. shall be determined by the President.

The specific powers and responsibilities of the President shall include, but shall not be limited to – the safeguarding of the rights of students – promotion of close cooperation between members and all bodies at large that effect student life – official representation of M.S.A. – maintenance of relations with all Members – approval of the annual budget for M.S.A.

M.S.A. shall have all powers, consistent with the provisions of the Constitution and the By-Laws, necessary and proper for the execution of the purpose stated in the Preamble of this Constitution.

The M.S.A. shall consist of the following officer and appointed members – President, Vice-President, Treasurer, Secretary, Newsletter Director, Parliamentarian, Advisor, and Advisor-elect.

The President shall reserve his/her right to vote only in the event of a tie, or when his/her vote will effect a Constitutionally required two-thirds or three-fourths vote. All other officers of the Policy Board shall have the right to vote on all questions. The appointed members of M.S.A. shall not have the right to vote.

The President shall preside over all meetings of the M.S.A. In his/hr absence, the Vice-President shall act as the presiding officer. In the case of both the President and the Vice-President's absence, the Policy Board shall elect among themselves an acting presiding officer.

The M.S.A. shall approve the seating of its own members.

The term of office for appointed positions approved by the members shall be for the full remaining duration of office up to one year unless otherwise specified in the constitution and/or By-Laws.

Annually appointed members shall be approved by the incoming President.

Any student holding an appointed office approved by M.S.A. may be removed from office only after hearing and for cause by concurrence of two-thirds of the voting members of which the M.S.A. shall be the sole judge of cause.

The President – shall preside over all meetings of the Policy Board – be the official representative of the M.S.A. and shall represent only those views officially and/or historically endorsed by the M.S.A. within the bounds of this Constitution or as delineated in the By-Laws – serve as liaison between the M.S.A. and all other bodies at large that effect student life – report to the Policy Board any action or occurrence taken or witnessed at a meeting or a function attended on behalf of the Policy Board as it pertains to the purpose stated in the Preamble of this Constitution – prepare an agenda for all meetings of the Policy Board in consultation with the Vice-President – have the power to call for Special and Emergency meetings of the Policy Board – be an authorized signatory delineated in the By-Laws and other functions as delegated by the Policy Board.

Vice-President – shall act as the president in the case of the temporary absence of the President. At such times the Vice-President can exercise powers delegated to the president. In the event of a permanent vacancy, Pursuant to the By-Laws, he/she shall assume the presidency – assist the President in coordinating participation on committees, boards, and task forces – assist the President in facilitating good relations with the Policy Board and any and all other bodies at large that effect student life.

Treasurer – shall have general supervision of all M.S.A. finances – oversee preparation of budget for M.S.A. – prepare financial statements to be presented to the policy board and/all members – maintain an accurate record of all financial accounts and oversee maintenance of perpetual listings of all capital expenditures loans, and donations of any variety – serve as a chairperson to coordinate long term budgetary planning – abide by specific duties as delineates in the By-Laws.

Limitations – The above duties except those outlined for the Policy Board President. Shall in no way be construed as authorization for any member of the Policy Board to enforce positions on behalf of the M.S.A. of which an official position has not been stated by the Policy Board.

All elected officers of the Policy Board shall meet the following minimum requirements to assume and maintain office – be registered student – be a student in good standing. \* No member of the Policy Board shall run for or be appointed to an office, which he/she is ineligible to hold for the full term. \* No member of the Policy Board may occupy more than one elected officer per term except a outlined in this Constitution, or the By-Laws.

Each newly elected officer of the Policy Board shall read this Constitution and By-Laws in their entirety and sign and date a document verifying that said action has been completed.

Each elected officer of the Policy Board must take the following oath prior to installation “ I do hereby solemnly swear or affirm that I will, to the best of my ability, support the Constitution and By-Laws of the M.S.A. and that I will, to the best of my ability, promote, maintain, and extend the worth, value, and name of the students within the California State community colleges system to all bodies at large that effect student life.

In the event of malfeasance, misfeasance, or nonfeasance, on the part of any of the elected officers of the Policy Board, Board may reprimand, by a 2/3 vote the offending officer. The term reprimand shall be defined here as a formal written statement, presented to and approved by the Policy Board showing just cause of misfeasance, malfeasance, or nonfeasance. This statement shall be made available to the public, and shall be publicly posted as delineated in the By-Laws.

In the case of gross neglect of duty or wrongdoing, any elected member of the Policy Board will be removed from office only upon notice after hearing and for cause by the concurrence of  $\frac{3}{4}$  of he total voting membership of the Policy Board, which shall be the sole judge of cause, and which shall represent the final decision of the Board.

A vacancy shall be said to occur when any elected officer of the Policy Board shall have resigned, been removed from office, lost membership in the Moslem Students Association or become otherwise ineligible for office as provided in this Constitution.

In the event of a vacancy in the Presidency, the Vice-President shall assume the Presidency upon confirmation by the Policy Board. In the event that a new President is not confirmed, a Special Election shall be held to elect a new President.

In the event that a vacancy occurs in the Vice-presidency, a member of the Policy Board shall assume the Vice-presidency upon nomination by the President and confirmation by the Policy Board. In the event that a Vice-President is not confirmed, the President’s nomination may extend to all interested persons who meet the minimum requirements stated in this Constitution.

In the event that a vacancy occurs in both the Presidency and Vice-presidency, the Board shall nominate and appoint, from among their membership, a new President and Vice-president.

The Secretary – shall take minutes of all meetings and maintain records of such minutes and any other official documents pertaining the M.S.A. In the event of the Secretary being unable to attend any meeting, the presiding officer, shall appoint a member of the Board to perform the minute taking functions of the Secretary for the duration of the meeting – shall take notes and keep record highlights of all meetings – shall notify the members of the M.S.A. the time and place in which the next meeting will occur – shall record the attendance of all the members of the M.S.A. noting the late arrivals and early departures of the By-Laws.

Sergeant at Arms – shall be familiar with the contents of the Constitution, By-Laws and any other subsidiary rules, and provide parliamentary commentary and/or consultations at all meetings – shall keep the meetings under control and in its proper order.

***See folder for more information about executive branch and by-laws***