



In the Name of God — the Infinitely Merciful, the Endlessly Merciful

FOOTHILL COLLEGE MUSLIM STUDENT ASSOCIATION CONSTITUTION

I. Name of Club:

A. Foothill MSA (Muslim Student Association)

II. Statement of Purpose:

A. The Foothill MSA's purpose is to provide a safe space for Muslim and non-Muslim Foothill College students to connect with each other and engage in conversations surrounding community wellbeing, Islamophobia, and global interests related to Islam.

III. Membership:

A. Qualifications of Membership and Voting

1. Any Foothill College Student with a valid student ID is eligible to be a member. Prospective members must fill out the petition form and successfully submit for records.
2. A voting member must have officially joined the club and must have attended a minimum two meetings per month.
 - a) Attendance will be taken during meetings to identify active participation of members
 - b) The following expectations qualify a voting member
 - (1) Attends 2 meetings within a month
 - (2) Actively participates as overseen by the board

B. Dues

1. There are no dues collected from the members.

IV. Qualifications and Election of Officers:

- A. Officers must be active members of the MSA having attended at least two meetings per quarter OR participated in the collaboration and creation of an event and meeting plan
- B. Officers are Co-Presidents, ICC Representative, Secretary, and Social Media/Marketing Manager.
- C. Elections and votes are held in official meetings every June and must be democratic. The voting process can be determined by elected officers through

either electronic forms or by an in-person process. The club advisor or a member that volunteered will count the votes and announce the winners. Voting is done by a show of hands.

V. Duties of the Officers:

A. *All officers are expected to maintain a safe space within the club encouraging an environment of positivity and inclusivity within the MSA*

B. Co-Presidents

1. Preside over all meetings.
2. Call special meetings.
3. Carry out the provisions of the constitution.
4. Appoint committees and chairs.
5. Oversee all committee activities.
6. Execute the policies and procedures determined by the group.

C. Inter Club Council (ICC) Representative

1. Attends weekly ICC meetings
2. Represents MSA and communicates the needs or interests of the club during ICC meetings
3. Reports any ICC related updates to the MSA Club during meetings
4. Acts as the direct liaison between the MSA club and ICC officers
5. Keeps track fund request forms and reimbursement records
6. Makes financial reports when called upon to do so.
7. Work as the signatory on club account with the Office of Student Activities

D. Secretary

1. Attends every weekly club meeting and acts as the scribe
2. Assists with event communications
3. Shares weekly club-minutes with the club
4. Ensures that meeting minutes are accurate by confirming with the club members
5. In the event, the Secretary is not present for a meeting, a Co-Presidents may take over the responsibility of developing meeting-minutes

E. Event Coordinator

1. Chairs a planning council for Muslim Heritage Month comprised of MSA members
2. Works with Activities Board during March to prepare for Muslim Heritage Month in April
3. Oversees events throughout the month
4. Keeps track of contracts and reimbursement for event speakers and performers
5. Attends board meetings with Board to plan for Heritage Month

F. Social Media/Marketing Manager.

1. Ensures all events and plans are communicated throughout the club
2. Uses social media platforms to actively share club ideas, plans, and events with the Foothill College community
3. Creates event media and posters used for publicity
4. Assists with club discord management
5. Informs Foothill Student Activities Specialist about upcoming events

G. Outreach Manager

1. Maintains contact with other clubs
2. Liaison to MSA West
3. Facilitates collaboration meetings/events

VI. Impeachment and Replacement of Officers:

- A. An officer may only be impeached by a two-thirds vote of the membership present and voting, following a one-week notice of intent.
- B. A new officer will be elected and the old officer will be replaced as stipulated in the constitution.

VII. Faculty/Staff Advisor:

- A. An advisor shall be a faculty or staff member of the Foothill-De Anza Community College District and must be present at all official meetings in which elections or votes are held and be the signer on the club account.
- B. An official meeting is when 2/3 of the membership is present and the advisor is presently overseeing the processes of the meeting.

VIII. Meetings:

- A. Meeting times are called by the presidents or decided by the general membership. A quorum is needed to carry out any legislation and to hold elections or impeach officials. A quorum is a two-thirds majority of the members in good standing.

IX. Amendments:

- A. All amendments to the constitution must be passed by a quorum of the club.