

**Muslim Law Student Association  
(MLSA)  
CONSTITUTION AND BY-LAWS  
NOVA SOUTHEASTERN UNIVERSITY  
COLLEGE OF LAW**

---

**Student Organization Name:** Muslim Law Students Association

**Acronym:** MLSA

**Statement of Purpose (Mission):**

The **Muslim Law Students Association** is the professional and personal networking hub, for Muslim and Non-Muslim Law Students. We are fostered on the hopes of heightening awareness of issues amongst the Islamic community, providing meaningful opportunities to serve others, and building a family where individuals can connect, develop lifelong relationships, and attain further academic and professional developments. Facilitating the ability to engage with, and enrich others, while studying the American legal system, is our mission.

**Name of Advising Faculty:** Shahabudeen Khan

**Proposed Committee Board Members:**

**President:** Sarah Yasmine Rauf

**Vice President:** Safah Ali

**Treasurer:** Hasan Hamade

**Secretary:** Meroshah Khan

**Communications Chair:** Tooba Siddiqui

**Membership Criteria:**

A member of the Muslim Law Students Association must meet the following criteria:

- Attend a minimum of one event per semester
- Pay yearly membership dues of \$15

## **By-Laws**

### **Article I: Name**

The name of this organization is to be officially known as the Muslim Law Students Association (“MLSA”), at Nova Southeastern University.

### **Article II: Purpose**

- i.** To provide networking events and engagement opportunities for Muslim and Non-Muslims to associate with others in the legal field.
- ii.** To provide a community where individuals can engage in conversations about the Islamic religion, the American legal system, and non-legal matters.
- iii.** To engage with other associations focusing on non-Islamic religions, to develop a better understanding and foster relationships.
- iv.** To provide on-campus informationals and events, in which many can partake, to educate one another, have sessions to meditate, offer opportunities to communicate, and celebrate religious holidays amongst each other.
- v.** To provide opportunities to help serve the local community, and provide awareness to issues within the Muslim community.
- vi.** To develop a lifelong relationship with the organization and its members.

### **Article III: Membership**

- i.** All full-time and part-time law students at Nova Southeastern University’s Shepard Broad College of Law, are eligible for membership.
- ii.** Only active members will be eligible for a Committee Board Member position. Having an “active” membership requires the following:
  - a.** Dues are fifteen dollars (\$15.00) per year for each member, paid upon origination of membership with MLSA.
  - b.** Attend a minimum of one event per semester

### **Article IV: Officers**

The officers of this association are the President, Vice President, Treasurer, Secretary, and Communications Chair. These five officers will constitute the Executive Board of this organization. This association will, at all times, have a minimum of four board members; however, if a heightened demand is faced, additional positions may arise to thoroughly facilitate the needs of MLSA.

- i. President**

The duties of the President shall be to preside at all meetings of the association, to enforce the Constitution, to appoint committee heads where necessary, to call emergency meetings as prescribed herein, and to formally represent the association whenever necessary. The President shall consult with the Secretary in preparing the agenda for all meetings. The President shall be responsible for the promotion of

student membership and involvement, especially those in the incoming class. The President will also oversee events, and delegate tasks in planning events.

**ii. Vice President**

The duties of the Vice President shall be to preside at all meetings in the absence of the President, be ex officio member of all committees and to assume the duties of the President shall the President be unable to continue in office. The Vice President shall also be responsible for the promotion of membership and involvement.

**iii. Treasurer**

The duties of the Treasurer shall be to collect any monies, make expenditures and to render regular financial reports on request. The Treasurer shall provide a copy of the monthly bank generated statement to the association President. The Treasurer shall maintain ledgers of accounts receivable and accounts payable and shall provide a monthly report to the president. The Treasurer must keep in contact with the offices at the University to make sure vendors are paid in addition to confirming that receipts and documents are properly processed.

**iv. Secretary**

The duties of the Secretary shall be to keep records of the meetings and to maintain a membership roster. The board may also give the Secretary tasks relating to correspondence with other organizations, University administration or staff, and alumni. The Secretary will also participate in the voting process for board members each academic year.

**v. Communications Chair**

The duties of the Communications Chair shall be to write and edit communications including newsletters, invitations, and broadcast emails. Tasks of this role also includes assisting in the planning of events, such as communicating with local organizations to organize them, reaching out to potential guest speakers, and being the liaison between the board members and student body.

- vi. All vacated offices shall be filled as soon as possible by a vote in accordance with the election procedures of Article V.
- vii. **Misconduct.** Proceeding two written warnings, the remaining board members may vote to remove the officer from their position. At the President's discretion, the President may immediately remove an officer without a written warning or a majority vote, only after consulting the organization's Faculty Advisor.

### **Article V: Elections**

Elections shall be held at the end of the Spring semester of each year. Vacated positions may be filled through the year as needed. The President shall send an email to all students requesting letters of intent from prospective board members to fill open positions.

- i. The term of office shall be for the length of one (1) year. A person may not serve in the same office for more than six (6) consecutive semesters. Candidates must be active members of MLSA.
- ii. Current board members may nominate themselves for their current position or a new position. Letters of intent shall be requested by every candidate, and will be due within the week after the mandatory election meeting (*date to be specified at that time*).

- iii. Elections will be held after all letters of intent and nominations have been received and reviewed by the President. The President will verify that all candidates are active members.
- iv. A special election meeting of the executive board will be held. Except for proxy votes, all voting shall be by secret ballot. A plurality of those voting, in person or by proxy, shall dictate the outcome of the election.
  - a. Plurality vote defined: A person wins by plurality vote when she/he receives the most votes. There will be a run-off only in the event of a tie.
- v. Proxy votes must be submitted to the Secretary on the day before the election. Proxy votes must bear the voter's signature in order to be valid. Proxy votes may be delivered to the Secretary or the President by placing a signed ballot in either person's communication folder on the day before the election.
- vi. Immediately following the election, or as soon as possible thereafter, a mandatory meeting of the former officers and the newly elected officers shall be held. An induction ceremony shall be held during the last meeting of the year. A summary of the respective officers' duties and all necessary records shall be turned over to the new officers no later than one (1) week following the induction ceremony.

#### **Article VI: Meetings**

- i. The first general member meeting of each year shall be held within the first month of the Fall Semester starting and when the majority (2/3) of the board can attend. Regular meetings shall be held monthly during the school year when a majority (2/3) of the board can attend. There should be a day meeting and an evening meeting when applicable, otherwise only an evening meeting where a majority of members can attend.
- ii. A special meeting shall be any meeting outside the regularly scheduled meetings called by the President with one (1) week prior notification to all active members for the election of officers, for a final vote, or a by-law amendment.
- iii. Emergency meetings are any meetings outside the regularly scheduled meeting called by the President with three (3) days prior notification to all active members.
- iv. The President, Vice President, and Secretary shall consult before each meeting to develop the agenda.
- v. The Secretary shall provide a full overview of the meeting's agenda to all members via e-mail, following each meeting.
- vi. All decisions shall be arrived at by consensus agreement.

#### **Article VII: Faculty Advisor**

- i. This association shall have a regular faculty or administrative advisor who shall advise the association and be kept informed of the association plans and financial situation.

#### **Article VIII: By-Law Interpretation**

- ii. Problems of interpretation shall be resolved in the following manner: at any meeting and upon motion by any active member; the problem(s) at issue shall be resolved by a plurality vote of the active members.

**Article IX: Amendments**

- i. Amendments to these Bylaws shall be submitted to the President in writing for submission to the members for vote.
- ii. A two-thirds ( $2/3$ ) vote of all active members shall suffice for adoption of amendments to these Bylaws.

**Article X: By-Laws**

- i. Bylaws shall be passed only during the regular or special meeting, by a simple majority vote of those present.